



*South Gippsland
Shire Council*

SOUTH GIPPSLAND SHIRE COUNCIL

INSTRUMENT OF DELEGATION

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

03 NOVEMBER 2025

South Gippsland Shire Council

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 South Gippsland Shire Council –

1. delegate each duty and/or function and/or power respectively described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position respectively described in column 3 of the Schedule;
2. record that references in the Schedule are as outlined below in Postions
3. record that on the coming into force of this Instrument of Delegation each delegation under the Instrument of Delegation 10 April 2025 and executed by Allison Jones 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 3 November 2025 and is made by the Chief Executive Officer.

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

DocuSigned by:
Allison Jones
3/11/2025 | 17:06 AEDT
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Witness

DocuSigned by:
Rhys Matulis
3F535425C9264C0...

Date: 3/11/2025 | 17:08 AEDT
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South Gippsland Shire Council

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

Positions

Abbreviation	Position	Name
Chief Executive Officer (CEO)	Chief Executive Officer	Allison Jones
Communications and Engagement Officer (C&EO)	Communications and Engagement Officer	Nicole De Longville (Mat leave), Millie Hendricks
Coordinator Accounting	Coordinator Accounting	Stephanie Pettau
Coordinator Children and Family Services (CC&FS)	Coordinator Children and Family Services	Shelley Fixter
Coordinator Communications, Engagement and Advocacy (CCEA)	Coordinator Communications, Engagement and Advocacy	Christine Legg

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Abbreviation	Position	Name
Coordinator Community Safety (CCSafe)	Coordinator Community Safety	Sarah Male
Coordinator Environmental Health (EHC)	Coordinator Environmental Health	Kristy Kearney
Coordinator Governance (CG)	Coordinator Governance	Jodi Cumming
Coordinator Human Resources	Coordinator Human Resources	VACANT
Coordinator Information Compliance & Data Integrity (CICDI)	Coordinator Information Compliance & Data Integrity	Karina Strybosch
Coordinator Office of the Chief Executive Officer (COCEO)	Coordinator Office of the Chief Executive Officer	Avril Piasente
Coordinator Organisational Development (COD)	Coordinator Organisational Development	Ingrid Leighton
Coordinator Procurement and Assurance (CR&P)	Coordinator Procurement and Assurance	Vera Burns
Coordinator Property (CP)	Coordinator Property	Andrea Wrigley
Coordinator Statutory Planning (Stat Plan Coord)	Coordinator Statutory Planning	Tahnae McCormack
Coordinator Strategic Planning (Strat Plan Coord)	Coordinator Strategic Planning	Ken Griffiths
Coordinator Sustainability (CS)	Coordinator Sustainability	Geoffrey McKinnon
Coordinator Technology Operations (CTO)	Coordinator Technology Operations	Ray Farr

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Abbreviation	Position	Name
Corporate Reporting and Council Business Officer (CR&CBO)	Corporate Reporting and Council Business Officer	Jodi Cumming
Executive Assistant (EA)	Executive Assistant	Kathryn Bates, Sarah Miles
Executive Director EC	Executive Director Empowering Communities	Lucas Gardiner
Executive Director IS	Executive Director Infrastructure Sustainability	David Fice
Executive Director SI	Executive Director Strategy & Integrity	Tony Peterson
Executive Manager CC	Executive Manager Culture and Capability	Michelle Jorgensen
Governance Officer (GOVO)	Governance Officer	Ally (Allison) Low
Manager Community Health and Safety (MCHSafety)	Manager Community Health and Safety	Lyndal Peterson
Manager Community, Customer and Visitor (MCCV)	Manager Community, Customer and Visitor	Sophie Dixon
Manager Digital and Technology (MD&T)	Manager Digital and Technology	Simon Dean
Manager Financial Strategy (MFS)	Manager Financial Strategy	Taryn Macfarlane
Manager Governance and Integrity (MGI)	Manager Governance and Integrity	Rhys Matulis
Manager Infrastructure Planning (MIP)	Manager Infrastructure Planning	Catherine Reiske

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Abbreviation	Position	Name
Manager People and Culture (MP&C)	Manager People and Culture	Vicki Poxon
Manager Planning and Building Services (MPBS)	Manager Planning and Building Services	Nicholas Moore
Manager Regional Partnerships (MRP)	Manager Regional Partnerships	Christine Legg
Maternal and Child Health Team Leader (M&CHTL)	Maternal and Child Health Team Leader	Amy Williams
Mayoral and Councillor Support Officer	Mayoral and Councillor Support Officer	Janice Pouw
NAR Administration Officer (NAR Admin Off)	NAR Administration Officer	Melissa Minchella
No delegate	No delegate	N/A
Not applicable	Not applicable	Not applicable
Planning Liaison Officer (PLA)	Planning Liaison Officer	Caitlin Goodwin (Mat Leave), Katelyn Balfour, Vanessa Carson
Planning Officer (Plan Off)	Planning Officer	Carla Witherow
Planning Technical Officer (PTO)	Planning Technical Officer	Tom Robb
Principal Planner (PPL)	Principal Planner	Sebastian Lorenzo
Procurement Officer (PO)	Procurement Officer	Chloe Hillam
Rates and Valuations Administration Officer (R&VAO)	Rates and Valuations Administration Officer	Rachel De Luca, Olivia Skillern

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Abbreviation	Position	Name
Senior Community Safety Officer (SCSO)	Senior Community Safety Officer	Mitchell Fievez (Mat Leave), Rodney Banks
Senior Emergency Management Officer (SEMO)	Senior Emergency Management Officer	James Bremner
Senior Rates and Valuation Officer (Sen RVO)	Senior Rates and Valuation Officer	John Hall
Senior Revenue Officer (SRO)	Senior Revenue Officer	Aileen Clark
Senior Risk & FOI Officer	Senior Risk & FOI Officer	Jade Harry
Senior Statutory Planning Officer (Sen Stat Plan Off)	Senior Statutory Planning Officer	Amy Wagenaar, Robyn Begg
Senior Strategic Planning Officer (Sen Strat Plan Off)	Senior Strategic Planning Officer	Chantal Lenthall
Statutory Planning Officer (Stat Plan Off)	Statutory Planning Officer	Jacob Edmondson
Strategic Planning Officer (Strat Plan Off)	Strategic Planning Officer	Skye Radcliffe-Scott, Vera Greeley, John Holland
Supervisor Waste Management (SWM)	Supervisor Waste Management	Peter Roberts
VEC Registrar	VEC Registrar (REMOVE)	External Contractor

Positions Groups

South Gippsland Shire Council

Positions Group	Position	Positions
All Executive Directors, Executive Managers and Managers	All Executive Directors, Executive Managers and Managers	Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Manager People and Culture (MP&C), Executive Director IS, Executive Director EC, Executive Director SI , Manager Infrastructure Maintenance (MIM), Manager Financial Strategy (MFS), Manager Digital and Technology (MD&T), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSAFETY), Manager Regional Partnerships (MRP), Manager Open Space and Environment (MOS&E), MERO, Executive Manager CC
All Executive Directors, Executive Managers, Managers and Coordinators	All Executive Directors, Executive Managers, Managers and Coordinators	Coordinator Technology Operations (CTO), Coordinator Building and Planning Compliance (B&PCC), Manager Infrastructure Planning (MIP), Coordinator Civil Works (CCW), Coordinator Projects (PC), Coordinator Sustainability (CS), Coordinator Property (CP), Coordinator Statutory Planning (Stat Plan Coord), Coordinator Children and Family Services (CC&FS), Coordinator Buildings (BC), Manager Infrastructure Delivery (MID), Coordinator Civil Assets Strategy (CCAS), Coordinator Parks and Gardens (CP&G), Coordinator Communications, Engagement and Advocacy (CCEA), Coordinator Office of the Chief Executive Officer (COCEO), Coordinator Accounting , Chief Executive Officer (CEO), Manager People and Culture (MP&C), Executive Director IS, Executive Director EC, Executive Director SI , Health, Safety and Wellbeing Business Partner (HSWBP) , EMCord, Coordinator Human Resources , Manager Infrastructure Maintenance (MIM), CA&DS, Coordinator Information Compliance & Data Integrity (CICDI), Coordinator Governance (CG), Coordinator Procurement and Assurance (CR&P), Coordinator Environmental Health (EHC), Manager Financial Strategy (MFS), Manager Digital and Technology (MD&T), Manager Community, Customer and Visitor (MCCV), Coordinator Community Safety (CCSafe), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSAFETY), Manager Regional Partnerships (MRP), CPC,

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Positions Group	Position	Positions
		Coordinator Strategic Planning (Strat Plan Coord), CMP&G, Coordinator Building and Recreation Assets (CB&R), Senior Emergency Management Officer (SEMO), Coordinator Economic Development (CED), Coordinator Organisational Development (COD), Manager Open Space and Environment (MOS&E), Coordinator Arts, Culture & Visitor Economy (CAC&VE), Coordinator Health, Safety and Wellbeing (CHS&W), Coordinator Customer Services (Customer Experience) (CSC), Coordinator Operational Support (OBC), Coordinator Engineering (CENG), MERO, Executive Manager CC
All Executive Directors, Executive Managers, Managers, Coordinators, Team Leaders and Supervisors	All Executive Directors, Executive Managers, Managers Coordinators, Team Leaders and Supervisors	Coordinator Technology Operations (CTO), Coordinator Building and Planning Compliance (B&PCC), Manager Infrastructure Planning (MIP), Coordinator Civil Works (CCW), Coordinator Projects (PC), Coordinator Sustainability (CS), Coordinator Property (CP), Coordinator Biodiversity (SB), Coordinator Statutory Planning (Stat Plan Coord), Coordinator Children and Family Services (CC&FS), Coordinator Buildings (BC), Lead Immunisation Nurse (LIN), Manager Infrastructure Delivery (MID), Coordinator Civil Assets Strategy (CCAS), Coordinator Parks and Gardens (CP&G), Coordinator Communications, Engagement and Advocacy (CCEA), Coordinator Office of the Chief Executive Officer (COCEO), Coordinator Accounting , Chief Executive Officer (CEO), Manager People and Culture (MP&C), Executive Director IS, Executive Director EC, Executive Director SI , Health, Safety and Wellbeing Business Partner (HSWBP) , EMCord, Coordinator Human Resources , Manager Infrastructure Maintenance (MIM), CA&DS, Coordinator Information Compliance & Data Integrity (CICDI), Coordinator Governance (CG), Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Coordinator Environmental Health (EHC), Manager Financial Strategy (MFS), Manager Digital and Technology (MD&T), Manager Community, Customer and Visitor (MCCV), Planning Liaison Officer (PLA), Coordinator Community Safety (CCSafe),

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Positions Group	Position	Positions
		Supervisor Waste Management (SWM), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Manager Regional Partnerships (MRP), CPC, Coordinator Strategic Planning (Strat Plan Coord), CMP&G, Coordinator Building and Recreation Assets (CB&R), Senior Emergency Management Officer (SEMO), Coordinator Economic Development (CED), Coordinator Organisational Development (COD), Maternal and Child Health Team Leader (M&CHTL), Manager Open Space and Environment (MOS&E), Supervisor Rural Vegetation (SRV), Coordinator Arts, Culture & Visitor Economy (CAC&VE), Senior Visitor Economy Officer (SVEO), Coordinator Health, Safety and Wellbeing (CHS&W), Coordinator Customer Services (Customer Experience) (CSC), Payroll Team Leader (PAYTL), Coordinator Routine Maintenance (CRM), IMCS, IMS, Coordinator Operational Support (OBC), Supervisor Sealed Roads (SSR), SAM, Coordinator Engineering (CENG), Team Leader Technology Support Services (TLTSS), MERO, Executive Manager CC
Managers	Managers	Manager Infrastructure Planning (MIP), Manager Infrastructure Delivery (MID), Manager People and Culture (MP&C), MBS, Manager Infrastructure Maintenance (MIM), Manager Financial Strategy (MFS), Manager Digital and Technology (MD&T), Manager Planning and Building Services (MPBS), Manager Community Health and Safety (MCHSafety), Manager Regional Partnerships (MRP), CMP&G, Manager Governance and Integrity (MGI), Maternal and Child Health Team Leader (M&CHTL), Manager Open Space and Environment (MOS&E), MERO

S13 Instrument of Delegation of CEO powers, duties and functions

Child Wellbeing and Safety Act 2005			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 29(2)	Function of receiving written notice and consenting to inspection of relevant premises by the Commission for Children and Young People	Executive Director EC	
s 29(3)	Power to consent to inspection of relevant premises without written notice by the Commission for Children and Young People	Executive Director EC	
s 36	Duty to ensure that the Commission for Children and Young People is given any assistance reasonably required to perform functions	Executive Director EC	
s 43	Function of receiving birth notice in certain circumstances	Maternal and Child Health Team Leader (M&CHTL)	
s 45	Duty to send a copy of a birth notice to a nurse or the Secretary	Not applicable	

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Child Wellbeing and Safety Act 2005			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			Relevant Health Service / Hospital to forward to Council within 48 hours of birth
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	Coordinator Children and Family Services (CC&FS), Manager Community Health and Safety (MCHSafety), Maternal and Child Health Team Leader (M&CHTL)	
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	Coordinator Children and Family Services (CC&FS), Manager Community Health and Safety (MCHSafety), Maternal and Child Health Team Leader (M&CHTL)	
s 46N	Duty to notify the Secretary, if there is reasonably belief, that the person authorised under s 46K has ceased (a) to be a registered teacher and (b) hold a current Working With Children clearance under the Worker Screening Act 2020	Coordinator Children and Family Services (CC&FS), Maternal and Child Health Team Leader (M&CHTL)	

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Emergency Management Act 2013			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54(1)(a)(vii)	Power to nominate a person, position or role to be a member of the Regional Emergency Management Planning Committee	No delegate	
s 59B(1)(b)	Power to nominate a member of Council staff to be the chairperson of the Municipal Emergency Management Planning Committee	No delegate	Delegates cannot nominate themselves
s 74E3(d)	Function of receiving a copy of any Orders made by Governor in Council under this section	Manager Community Health and Safety (MCHSafety), Senior Emergency Management Officer (SEMO)	

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Fines Reform Act 2014			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 175(1)(b)	Power to certify that exceptional circumstances apply requiring Council not to provide required information	Senior Community Safety Officer (SCSO), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety)	Where Council is a 'specified agency'

Fire Services Property Levy Act 2012			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 66	Power to disclose information in capacity as a collection agency unless that information will or is likely to identify a particular person	CR&V, Senior Revenue Officer (SRO), Manager Financial Strategy (MFS)	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	CR&V, Senior Revenue Officer (SRO), Manager Financial Strategy (MFS)	

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Food Act 1984			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 50AB	Function of signing a certificate under this Act	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	

Freedom of Information Act 1982			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 6W(4)	Duty to ensure that all officers and employees are informed about the requirements of the professional standards	Executive Director SI , Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS)	
s 8(2)	Duty to make certain documents available for inspection and purchase	Coordinator Property (CP), Coordinator Statutory Planning (Stat Plan Coord), Corporate Reporting and Council Business Officer (CR&CBO), Executive Assistant (EA), Coordinator Governance (CG), Governance Officer (GOVO), Coordinator Procurement and Assurance	

South Gippsland Shire Council

Freedom of Information Act 1982			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS), Manager Community, Customer and Visitor (MCCV), Planning Liaison Officer (PLA), Principal Planner (PPL)	
s 8(3)	Duty to cause to be prepared a corresponding document, altered only to the extent necessary to exclude exempt matter	Executive Director SI , Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS)	
s 8(5)	Duty to cause the fact of the existence of a document to be published	Executive Director SI , Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS)	
s 61E	Duty to co-operate with the Information Commissioner in dealing with a complaint	Executive Director SI , Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS)	

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Freedom of Information Act 1982			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 61G	Function of consulting with the Information Commissioner	Executive Director SI , Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS)	
s 61GA(1)(a)	Function of processing or identifying a reasonable sample of the documents upon notice from the Information Commissioner	Executive Director SI , Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS)	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	Executive Director SI , Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS)	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	Executive Director SI , Coordinator Procurement and Assurance (CR&P),	

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Freedom of Information Act 1982

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Commissioner's notice, being not less than 10 business days	Senior Risk & FOI Officer , Manager Financial Strategy (MFS)	
s 61GA(3)	Power to apply for extension	Executive Director SI , Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS)	
s 61H	Power to reach an agreement with a complaint	Executive Director SI , Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS)	
s 61I(2)	Power to make submissions in relation to a complaint	Executive Director SI , Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS)	
s 61L(5)	Power to comment on and response to a draft recommendation or draft comment	Executive Director SI , Coordinator Procurement and Assurance (CR&P),	

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Freedom of Information Act 1982			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Senior Risk & FOI Officer , Manager Financial Strategy (MFS)	
s 61R(4)	Power to respond to adverse material	Executive Director SI , Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS)	
s 63BA(1)	Power to apply to the Supreme Court for a determination	Executive Director SI , Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS)	
s 63BA(4)(a)	Power to make an application	Executive Director SI , Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS)	
s 63E(3)(b)	Power to give written consent to a disclosure	Executive Director SI , Coordinator Procurement and Assurance (CR&P),	

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Freedom of Information Act 1982			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Senior Risk & FOI Officer , Manager Financial Strategy (MFS)	
s 64B	Duty to give the Information Commissioner any information referred to in s 64(2)	Executive Director SI , Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS)	

Independent Broad-Based Anti-Corruption Commission Act 2011			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 41	Power of receiving information acquired by the Independent Broad-based Anti-corruption Commission (IBAC)	Chief Executive Officer (CEO), Manager People and Culture (MP&C), Executive Director SI , Coordinator Governance (CG), Manager Governance and Integrity (MGI)	

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Independent Broad-Based Anti-Corruption Commission Act 2011

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 57	Duty to notify IBAC of any matter believed to constitute corrupt conduct	No delegate	Subject to any exemption notices issued under s 57B Chief Executive Officer
s 57A(5)	Duty to comply with Directions made by IBAC under s 57A	Chief Executive Officer (CEO), Manager People and Culture (MP&C), Executive Director SI , Coordinator Governance (CG), Manager Governance and Integrity (MGI)	
s 59D(2)	Duty to comply with request by IBAC under s 59D for relevant information	Chief Executive Officer (CEO), Manager People and Culture (MP&C), Executive Director SI , Coordinator Governance (CG), Manager Governance and Integrity (MGI)	
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	Chief Executive Officer (CEO), Manager People and Culture (MP&C), Executive Director SI , Manager Governance and Integrity (MGI)	

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Independent Broad-Based Anti-Corruption Commission Act 2011			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 159	Power of receiving IBAC recommendations about the action to be taken following an IBAC investigation	Chief Executive Officer (CEO), Manager People and Culture (MP&C), Executive Director SI , Manager Governance and Integrity (MGI)	
s 162(2)	Power of receiving and responding to an IBAC special report that includes matters pertaining to Council	Chief Executive Officer (CEO), Manager People and Culture (MP&C), Executive Director SI , Manager Governance and Integrity (MGI)	
s 163(3)	Power of receiving written information about the commencement, conduct or results of an IBAC investigation pertaining to Council	Chief Executive Officer (CEO), Manager People and Culture (MP&C), Executive Director SI , Manager Governance and Integrity (MGI)	
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	Chief Executive Officer (CEO), Manager People and Culture (MP&C), Executive Director SI , Coordinator Governance (CG), Manager Financial Strategy (MFS), Manager Governance and Integrity (MGI)	

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Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 27A(5)(a)	Duty to ensure that the Mayoral training is available to be taken within the relevant period as per s 27A(1)	Coordinator Governance (CG), Manager Governance and Integrity (MGI)	Provision commences on 26 October 2024
s 27A(5)(b)	Duty to provide reasonable assistance to a Mayor, Deputy Mayor or Acting Mayor to enable them to access the Mayoral training	Coordinator Governance (CG), Manager Governance and Integrity (MGI)	Provision commences on 26 October 2024
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	Executive Director SI , Coordinator Governance (CG)	
s 32(4)(b)	Duty to provide reasonable assistance to a Councillor to enable them to access the Councillor induction training	Executive Director SI , Coordinator Governance (CG)	
s 33A(5)(a)	Duty to ensure that the Councillor professional development training is available to be undertaken annually within the relevant period	Coordinator Governance (CG), Manager Governance and Integrity (MGI)	Provision commences on 26 October 2024

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Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 33A(5)(b)	Duty to provide reasonable assistance to a Councillor to enable them to access the professional development training	Coordinator Governance (CG), Manager Governance and Integrity (MGI)	Provision commences on 26 October 2024
s 46(1)(a)	Function of supporting the Mayor and the Councillors in the performance of their roles	Coordinator Office of the Chief Executive Officer (COCEO), Executive Director SI , Coordinator Governance (CG), Manager Regional Partnerships (MRP), Mayoral and Councillor Support Officer , Executive Manager CC	
s 46(1)(b)	Function of ensuring the effective and efficient management of the day to day operations of the Council	All Executive Directors, Executive Managers, Managers, Coordinators, Team Leaders and Supervisors	
s 46(3)(a)	Duty of establishing and maintaining an organisational structure for the Council	Manager People and Culture (MP&C), Executive Director IS, Executive Director EC, Executive Director SI , Manager Financial Strategy (MFS), MVCC	

South Gippsland Shire Council

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46(3)(b)	Responsibility for appointing, directing, managing and dismissing Council staff and for all other issues relating to Council staff	All Executive Directors, Executive Managers, Managers, Coordinators, Team Leaders and Supervisors	<p>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</p> <hr/> <p>Only the CEO can approve the dismissal of a member of Council staff. Appointments are to be made in accordance with Council's Recruitment Policy.</p>
s 46(3)(b)	Power to approve the filling of vacancies or the creation, reclassification, or abolition of positions within budget	Executive Director IS, Executive Director EC, Executive Director SI	<p>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</p> <hr/> <p>Subject to consultation with Chief Executive Officer</p>

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Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46(3)(b)	Power to fix salaries for vacant positions	Executive Director IS, Executive Director EC, Executive Director SI	Subject to limitations set by the Chief Executive Officer - within budget.
s 46(3)(b)	Power to approve the appointment, engagement or promotion of full time, part time and casual staff	Executive Director IS, Executive Director EC, Executive Director SI	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 Subject to limitations set by the Chief Executive Officer.
s 46(3)(b)	Power to approve position descriptions	Manager People and Culture (MP&C), Executive Director IS, Executive Director EC, Executive Director SI	NB: Manager People and Culture (for People & Culture PDs).
s 46(3)(b)	Power to create or approve creation of new positions	No delegate	

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Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			Chief Executive Officer
s 46(3)(b)	Power to conduct disciplinary action under relevant awards and policies	All Executive Directors, Executive Managers and Managers	In consultation with Manager People and Culture
s 46(3)(b)	Power to terminate or suspend the employment of, or to suspend from duty, a member of Council staff	Manager People and Culture (MP&C), Executive Director IS, Executive Director EC, Executive Director SI	Delegate may only suspend the employment of, or to suspend from duty, a member of Council staff following consultation with the CEO. CEO retains the power to terminate staff.
s 46(3)(b)	Power to conduct interviews for staff annual review	All Executive Directors, Executive Managers, Managers, Coordinators, Team Leaders and Supervisors	
s 46(3)(b)	Power to authorise sick, annual and family leave	All Executive Directors, Executive Managers, Managers, Coordinators, Team Leaders and Supervisors	In accordance with Employee Leave Policy.

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Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46(3)(b)	Power to approve long service leave and compassionate leave	All Executive Directors, Executive Managers, Managers, Coordinators, Team Leaders and Supervisors	In accordance with Employee Leave Policy and in consultation with the relevant Manager or Director.
s 46(3)(b)	Power to authorise all forms of study and training leave and educational assistance	Executive Director IS, Executive Director EC, Executive Director SI	In accordance with Employee Leave Policy and Learning and Development Policy and Procedure.
s 46(3)(b)	Power to approve leave without pay	Executive Director IS, Executive Director EC, Executive Director SI	In accordance with Employee Leave Policy. Final approval for applications for extended leave without pay rests with Chief Executive Officer or delegate.
s 46(3)(b)	Power to authorise time sheets, higher duties, time-in-lieu, overtime and travel expense claims	All Executive Directors, Executive Managers, Managers, Coordinators, Team Leaders and Supervisors	In accordance with Employee Leave Policy and Learning and Development Policy and

South Gippsland Shire Council

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			Procedure. Overtime to be approved by a minimum of Coordinator within budget. Travel expense claims approved by Budget Holders within Procurement Manual Approval Levels and Budget.
s 46(3)(b)	Power to approve attendance at conferences and seminars by staff	All Executive Directors, Executive Managers, Managers and Coordinators	Within Budget, Procurement Approval Levels or approved Purchasing Card limits. Subject to CEO approval if involves interstate or overseas travel. In accordance with Annual Leave Policy and Learning and Development Policy and Procedure.
s 46(3)(b)	Power to approve attendance at training programs by staff	All Executive Directors, Executive Managers, Managers, Coordinators, Team Leaders and Supervisors	Within Budget, Procurement Approval Levels or approved Purchasing Card limits. Subject to CEO approval if involves interstate or overseas travel. In accordance with the Learning and Development Policy and Procedure.

South Gippsland Shire Council

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46(3)(b)	Power to give approval for staff to travel	All Executive Directors, Executive Managers, Managers and Coordinators	Within Budget, Procurement Approval Levels or approved Purchasing Card limits. Subject to CEO approval if involves interstate or overseas travel. In accordance with the Learning and Development Policy and Procedure.
s 46(3)(b)	Power to approve travel accommodation for staff	All Executive Directors, Executive Managers, Managers and Coordinators	Within Budget, Procurement Approval Levels or approved Purchasing Card limits. Subject to CEO approval if involves interstate or overseas travel. In accordance with the Learning and Development Policy and Procedure.
s 46(3)(b)	Power to sign Notice of Injury and Work Injury Form	Coordinator Human Resources , Coordinator Organisational Development (COD), All Executive Directors, Executive Managers and Managers	
s 46(3)(b)	Power to approve claims under WorkCover excess	Manager People and Culture (MP&C)	

South Gippsland Shire Council

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46(3)(b)	Power to approve expenses relating to an approved course of study for staff	All Executive Directors, Executive Managers, Managers, Coordinators, Team Leaders and Supervisors	In accordance with the Learning and Development Policy and Procedure.
s 46(3)(b)	Power to approve staff engaging in other employment	No delegate	Chief Executive Officer
s 46(3)(b)	Power to determine acceptance or denial of liability in the event of a WorkCover claim	Manager People and Culture (MP&C), Coordinator Organisational Development (COD)	
s 46(3)(b)	Power to sign Letter of Acceptance of Resignation	All Executive Directors, Executive Managers and Managers	
s 46(3)(b)	Power to provide references on Council letterhead	Not applicable	Council does not provide written references on Council letterhead

South Gippsland Shire Council

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46(3)(b)	Power to authorise access to a staff member's personal file	Executive Director IS, Executive Director EC, Executive Director SI	In consultation with Manager People & Culture or Coordinator People & Culture and Privacy Officer
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	Manager People and Culture (MP&C), Executive Director IS, Executive Director EC, Executive Director SI , Manager Financial Strategy (MFS), MVCC	
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	Manager People and Culture (MP&C), Executive Director IS, Executive Director EC, Executive Director SI , Manager Financial Strategy (MFS), MVCC	
s 46(4)(c)	Duty to consult members of Council affected by a proposed organisational restructure, before the organisational restructure is implemented	All Executive Directors, Executive Managers and Managers	

South Gippsland Shire Council

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 46(5)	Duty to, in giving effect to gender equality, diversity and inclusiveness, comply with any processes and requirements prescribed by the regulations for the purposes of this section of this Act	All Executive Directors, Executive Managers, Managers, Coordinators, Team Leaders and Supervisors	
s 46(6)	Duty to ensure that the Mayor, Deputy Mayor, Councillors and members of Council staff have access to the workforce plan	Manager People and Culture (MP&C), Executive Director SI , Manager Financial Strategy (MFS), Manager Governance and Integrity (MGI)	
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	Executive Director SI , Coordinator Governance (CG), Manager Community, Customer and Visitor (MCCV)	
s 47(7)	Duty to keep a register of delegations under section 47 of this Act	Executive Director SI , Manager Community, Customer and Visitor (MCCV), Manager Governance and Integrity (MGI)	

South Gippsland Shire Council

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	Executive Director IS, Executive Director EC, Executive Director SI	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)	Manager People and Culture (MP&C), Coordinator Organisational Development (COD)	
s 49(1)	Duty to develop and implement a code of conduct for members of Council staff	Manager People and Culture (MP&C), Coordinator Organisational Development (COD)	Must develop and implement the first code of conduct within 6 months of commencement of this section

South Gippsland Shire Council

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 49(4)	Duty to ensure that members of Council staff have access to the code of conduct for members of Council staff	Manager People and Culture (MP&C), Coordinator Organisational Development (COD)	
s 54(6)	Duty to ensure the preparation and maintenance of agendas, minutes and reports of the Audit and Risk Committee	Executive Director SI , Coordinator Procurement and Assurance (CR&P), Senior Risk & FOI Officer , Manager Financial Strategy (MFS)	
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	Coordinator Accounting , Executive Director SI , Manager Financial Strategy (MFS)	
s 105	Power to designate a person as a Principal Accounting Officer	No delegate	Chief Executive Officer
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	Executive Director SI , Coordinator Procurement and Assurance (CR&P), Procurement Officer (PO), Manager Financial Strategy (MFS)	

South Gippsland Shire Council

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	for collaboration with other Councils or public bodies which may be available		
s 121	Function of receiving application for land information certificate	Senior Rates and Valuation Officer (Sen RVO), CR&V, NAR Administration Officer (NAR Admin Off), Senior Revenue Officer (SRO), IAcct, Manager Financial Strategy (MFS)	
s 122	Function of receiving acquisition notice	Senior Rates and Valuation Officer (Sen RVO), CR&V, Rates and Valuations Administration Officer (R&VAO), NAR Administration Officer (NAR Admin Off), Senior Revenue Officer (SRO), IAcct	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	Manager People and Culture (MP&C), Executive Director SI , Coordinator Governance (CG), Manager Governance and Integrity (MGI)	

South Gippsland Shire Council

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	Manager Infrastructure Planning (MIP), Executive Director SI , Coordinator Governance (CG), Manager Community, Customer and Visitor (MCCV), Manager Regional Partnerships (MRP), Manager Governance and Integrity (MGI), Executive Manager CC	
s 132(1)	Power to nominate a 'nominated officer'	No delegate	Chief Executive Officer
s 133	Function of receiving an initial personal interests return	Corporate Reporting and Council Business Officer (CR&CBO), Executive Director SI , Coordinator Governance (CG), Governance Officer (GOVO), Manager Governance and Integrity (MGI)	
s 134	Function of receiving a biannual personal interests return	Corporate Reporting and Council Business Officer (CR&CBO), Executive Director SI , Coordinator Governance	

South Gippsland Shire Council

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(CG), Governance Officer (GOVO), Manager Governance and Integrity (MGI)	
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	Corporate Reporting and Council Business Officer (CR&CBO), Executive Director SI , Coordinator Governance (CG), Governance Officer (GOVO), Manager Governance and Integrity (MGI)	
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	Corporate Reporting and Council Business Officer (CR&CBO), Executive Director SI , Coordinator Governance (CG), Governance Officer (GOVO), Manager Governance and Integrity (MGI)	
s 136(1)	Duty to ensure that personal interests return are kept in accordance with the Public Records Act 1973	Corporate Reporting and Council Business Officer (CR&CBO), Executive Director SI , Coordinator Governance (CG), Governance Officer (GOVO), Manager Governance and Integrity (MGI)	

South Gippsland Shire Council

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 136(2)	Duty to ensure that only the 'specified persons' have access to or can inspect a personal interests return	Corporate Reporting and Council Business Officer (CR&CBO), Executive Director SI , Coordinator Governance (CG), Governance Officer (GOVO), Manager Governance and Integrity (MGI)	
s 150(1)	Duty to appoint the Councillor Conduct Officer and notify the Principal Councillor Conduct Registrar of the appointment	No delegate	Chief Executive Officer
s 230(16)	Duty to summon a Council Meeting within 14 days after the public declaration of the election result	Corporate Reporting and Council Business Officer (CR&CBO), Coordinator Governance (CG), Governance Officer (GOVO), Manager Governance and Integrity (MGI)	
s 240(10)	Duty to send notice	Senior Revenue Officer (SRO), Coordinator Governance (CG), Manager Governance and Integrity (MGI)	

South Gippsland Shire Council

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 240(11)	Duty to send notice	Senior Revenue Officer (SRO), Coordinator Governance (CG), Manager Governance and Integrity (MGI)	
s 240(12)	Duty to send notice	Senior Revenue Officer (SRO), Coordinator Governance (CG), Manager Governance and Integrity (MGI)	
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	Senior Rates and Valuation Officer (Sen RVO), Coordinator Governance (CG), Manager Governance and Integrity (MGI)	
s 246(2)	Power to refuse enrolment and duty to give written reasons for refusal application for enrolment	Senior Rates and Valuation Officer (Sen RVO), Coordinator Governance (CG)	
s 246(3)	Power to request information orally or in writing to enable her or him to determine a person's eligibility for enrolment	Senior Rates and Valuation Officer (Sen RVO), Coordinator Governance (CG)	

South Gippsland Shire Council

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 246(4)	Power to require information to be given in writing and signed by the person giving the information	Senior Rates and Valuation Officer (Sen RVO), Coordinator Governance (CG)	
s 247(3)	Power to decide whether address should be placed on voters' roll and to then take action accordingly	Senior Rates and Valuation Officer (Sen RVO), Coordinator Governance (CG)	
s 247(4)	Duty to notify the person in writing of a decision to grant or refuse a request to remove the person's address from Council voters' roll	Senior Rates and Valuation Officer (Sen RVO), Coordinator Governance (CG)	
s 248(1)	Duty to supply to the Victorian Electoral Commission list of voters who appear to be entitled to be enrolled as ratepayers or corporation representatives and any information required by the Victorian Electoral Commission to compile or amend the voters' roll	Senior Rates and Valuation Officer (Sen RVO), Coordinator Governance (CG), Manager Governance and Integrity (MGI)	
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	Senior Revenue Officer (SRO), Coordinator Governance (CG), Manager Governance and Integrity (MGI)	For the purposes of section 243

South Gippsland Shire Council

Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	Executive Director IS, Executive Director EC, Executive Director SI , Coordinator Governance (CG), Manager Financial Strategy (MFS), Manager Governance and Integrity (MGI), MVCC	Subject to section 254(2)(a) and (b)
s 254(2)	Duty to obtain undertaking	Senior Revenue Officer (SRO), Corporate Reporting and Council Business Officer (CR&CBO), Executive Director IS, Executive Director EC, Executive Director SI , Coordinator Governance (CG), Governance Officer (GOVO), Manager Governance and Integrity (MGI), MVCC	
s 254(4)	Power to request the Victorian Electoral Commission to provide a copy of the voters' roll	Senior Revenue Officer (SRO), Coordinator Governance (CG), Manager Governance and Integrity (MGI)	

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Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	Executive Director SI , Coordinator Governance (CG), Manager Governance and Integrity (MGI)	
s 306(1)	Function of receiving election campaign donation return	Corporate Reporting and Council Business Officer (CR&CBO), Executive Assistant (EA), Coordinator Governance (CG), Governance Officer (GOVO), Manager Governance and Integrity (MGI)	
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)	Corporate Reporting and Council Business Officer (CR&CBO), Executive Assistant (EA), Coordinator Governance (CG), Governance Officer (GOVO), Manager Governance and Integrity (MGI)	
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	Corporate Reporting and Council Business Officer (CR&CBO), Executive Assistant (EA), Coordinator Governance	

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Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		(CG), Governance Officer (GOVO), Manager Governance and Integrity (MGI)	
s 307(3)	Duty to ensure that a summary of the return is made available on the Council's Internet	Corporate Reporting and Council Business Officer (CR&CBO), Executive Assistant (EA), Coordinator Governance (CG), Governance Officer (GOVO), Manager Governance and Integrity (MGI)	
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	Corporate Reporting and Council Business Officer (CR&CBO), Coordinator Communications, Engagement and Advocacy (CCEA), Executive Assistant (EA), Coordinator Governance (CG), Governance Officer (GOVO), Manager Governance and Integrity (MGI), Communications and Engagement Officer (C&EO), MVCC	
s 308(3)	Duty to ensure that a copy of an election campaign donation return is available for inspection at the	Corporate Reporting and Council Business Officer (CR&CBO), Coordinator Communications, Engagement and	

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Local Government Act 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
	Council's office for a period of 4 years from the date specified in section 360(1)	Advocacy (CCEA), Executive Assistant (EA), Coordinator Governance (CG), Governance Officer (GOVO), Communications and Engagement Officer (C&EO), MVCC	
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	Executive Director IS, Executive Director EC, Executive Director SI	
s 324(2)	Power to sign a certificate certifying any matter relating to the contents of any document kept by a Council	Executive Director IS, Executive Director EC, Executive Director SI	

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

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 140	Power to certify copies of instruments, documents, maps or plans under this Act	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL)	Where the Council is the relevant responsible authority
s 141	Power to provide evidentiary statement pertaining to land use and permits under this Act	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning	Where the Council is the relevant responsible authority

South Gippsland Shire Council

Planning and Environment Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL)	
s 142	Power to provide evidentiary statement pertaining to s 173 agreements under this Act	Senior Strategic Planning Officer (Sen Strat Plan Off), Strategic Planning Officer (Strat Plan Off), Coordinator Statutory Planning (Stat Plan Coord), Planning Officer (Plan Off), Statutory Planning Officer (Stat Plan Off), Planning Liaison Officer (PLA), Senior Statutory Planning Officer (Sen Stat Plan Off), Manager Planning and Building Services (MPBS), Coordinator Strategic Planning (Strat Plan Coord), Planning Technical Officer (PTO), Principal Planner (PPL)	Where the Council is the relevant responsible authority

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Public Health and Wellbeing Act 2008			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 226(2)	Power to sign evidentiary certificates under this Act	Senior Community Safety Officer (SCSO), Coordinator Environmental Health (EHC), Coordinator Community Safety (CCSafe), Manager Community Health and Safety (MCHSafety)	

Public Interest Disclosures Act 2012			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 12(2)	Function of receiving a disclosure	Chief Executive Officer (CEO), Manager People and Culture (MP&C), Executive Director SI , Manager Governance and Integrity (MGI)	

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Rooming House Operators Act 2016

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 4	Function of liaising with Business Licensing Authority	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
s 15(1)	Duty to provide information to Business Licensing Authority on request	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
s 15(2)	Duty to give a report to Business Licensing Authority on inquiries made in response to request under s 15(1)	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	
s 24(2)	Duty to give a report to Business Licensing Authority on inquiries made in response to request under s 24(1)	Coordinator Environmental Health (EHC), Manager Community Health and Safety (MCHSafety)	

South Gippsland Shire Council

Service Victoria Act 2018			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 5(2)	Function of receiving a copy of the agreement made under s 5(1)	MVCC	
s 5(4)	Function of receiving a copy of a notice under s 5(3)	MVCC	
s 6	Duty to use best endeavours to give effect to a notice under s 5(3) which applies to Council	MVCC	
s 7(3)	Function of receiving a copy of the agreement made under s 7(1)	MVCC	
s 7(4)	Function of receiving a copy of a notice under s 7(3)	MVCC	
s 8(2)	Power to delegate the transferred customer service function to any person or class of person employed by, or acting on behalf of, the service agency from which the function is transferred	MVCC	Where Council's CEO has been transferred a transferred customer service function
s 9A(1)	Power to agree in writing for the Service Victoria CEO to perform a customer service function	No delegate	
s 10(2)	Function of receiving a copy of the agreement made under s 10(1)	MVCC	

South Gippsland Shire Council

Service Victoria Act 2018			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
S 10(4)	Function of receiving a copy of a notice under s 10(3)	MVCC	
s 11	Duty to use best endeavours to give effect to a notice under s 10(3) which applies to Council	MVCC	
s 12(3)	Function of receiving a copy of the agreement made under s 12(1)	MVCC	
s 12(4)	Function of receiving a copy of a notice under s 12(2)	MVCC	
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	MVCC	Where Council's CEO has been transferred a transferred identity verification function
a 14A(1)	Power to agree in writing for the Service Victoria CEO to perform an identity verification function	No delegate	
s 24A(2)(a)	Function of agreeing on form of delivery	No delegate	

South Gippsland Shire Council

Service Victoria Act 2018

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
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	No delegate	Note: Minister must approve the establishment and maintenance of a database

Sheriff Act 2009

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 54	Power to exempt Council from providing information to the Sheriff otherwise authorised by a warrant if exceptional circumstances apply	CR&V, Rates and Valuations Administration Officer (R&VAO), Senior Revenue Officer (SRO), IAcct, Manager Financial Strategy (MFS)	

Tobacco Act 1987

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 36	Power to nominate a person to be appointed an inspector	No delegate	

South Gippsland Shire Council

Tobacco Act 1987			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
			Chief Executive Officer

Valuation of Land Act 1960			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 3(5)(ba)	Power to request valuations of land	CR&V, Rates and Valuations Administration Officer (R&VAO), Senior Revenue Officer (SRO), IAcct, Manager Financial Strategy (MFS)	

Victorian Data Sharing Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 8(1)	Function of receiving a written notice to provide the Chief Data Officer with data held by Council, and data that is specified in the Chief Data Officer's notice	Executive Director SI , Manager Digital and Technology (MD&T)	

South Gippsland Shire Council

Victorian Data Sharing Act 2017			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
s 11(1)	Function of receiving a written notice to provide information about Council's data holding	Executive Director SI , Manager Digital and Technology (MD&T)	
s 15(1)	Power to disclose identifiable data to the Chief Data Officer in response to a request under s 8	Executive Director SI , Manager Digital and Technology (MD&T)	In accordance with s 5
s 15(2)	Power to disclose identifiable data to a data analytics body for the purpose of data integration	Executive Director SI , Manager Digital and Technology (MD&T)	In accordance with s 5
s 21	Duty to inform the Chief Data Officer of the secrecy provisions which apply to the disclosed data	Executive Director SI , Manager Digital and Technology (MD&T)	Where the CEO is aware of secrecy provisions that apply to data that they have disclosed in accordance with this Act

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

Local Government (Electoral) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 15(1)	Duty to provide details of a person's entitlement to be enrolled as a ratepayer on the voters' roll	Senior Rates and Valuation Officer (Sen RVO), Rates and Valuations Administration Officer (R&VAO), NAR Administration Officer (NAR Admin Off), Coordinator Governance (CG), Manager Governance and Integrity (MGI)	
r 15(2)	Power to exchange relevant information to enrolment entitlements with the VEC	Senior Rates and Valuation Officer (Sen RVO), Rates and Valuations Administration Officer (R&VAO), NAR	

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Local Government (Electoral) Regulations 2020

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
		Administration Officer (NAR Admin Off), Coordinator Governance (CG), Manager Governance and Integrity (MGI)	
r 18	Duty to maintain a list of silent voters	Senior Rates and Valuation Officer (Sen RVO), Rates and Valuations Administration Officer (R&VAO), NAR Administration Officer (NAR Admin Off), Coordinator Governance (CG), Manager Governance and Integrity (MGI)	
r 19	Duty to ensure that only authorised persons have access to details of silent voters	Senior Rates and Valuation Officer (Sen RVO), Rates and Valuations Administration Officer (R&VAO), NAR Administration Officer (NAR Admin Off), Coordinator Governance (CG)	
r 33	Duty to cause the Local Government Candidate Training to be conducted	Coordinator Governance (CG), Governance Officer (GOVO)	
r 34	Function of receiving prescribed information from person undertaking Local Government Candidate Training	Coordinator Governance (CG), Governance Officer (GOVO)	

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Local Government (Electoral) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 35	Duty to keep a register of attendance	Coordinator Governance (CG), Governance Officer (GOVO)	
r 36(2)	Duty to comply with notice under subsection (1)	Coordinator Governance (CG), Governance Officer (GOVO)	
r 83	Duty to submit report on election received by the VEC to Council	Coordinator Governance (CG), Governance Officer (GOVO), Manager Governance and Integrity (MGI)	

Local Government (Governance and Integrity) Regulations 2020			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 5(b)	Power to approve the taking of the oath or affirmation of office by means of an audio visual link for the purposes of s 30 of the Local Government Act 2020	No delegate	

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Local Government (Land Information) Regulations 2021			
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations
r 5(2)	Power to sign a land information certificate	Rates and Valuations Administration Officer (R&VAO), NAR Administration Officer (NAR Admin Off), Senior Revenue Officer (SRO), IAcct	