

***S13 Instrument of Delegation of CEO powers, duties and functions
(Elections)***

Glen Eira City Council

Instrument of Delegation

by

The Chief Executive Officer

Instrument of Delegation of CEO powers, duties and functions

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

- 1. delegate each duty and/or function and/or power respectively described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position respectively described in column 3 of the Schedule;
- 2. record that references in the Schedule are as follows:

Reference	Meaning
RVCON	Rates and Valuations Consultant

- 3. declare that this Instrument of Delegation -
 - 3.1 is supplementary to the CEO instrument of delegation to staff dated 27 March 2023;
 - 3.2 comes into force immediately upon its execution;
 - 3.3 remains in force until varied or revoked; and
 - 3.4 is subject to any conditions and limitations set out in paragraph 4, and in the Schedule; and
- 4. declare that the delegate must not determine the issue, take the action or do the act or thing if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation.

This Instrument of Delegation is made by the Chief Executive Officer.

Electronically signed by the Chief Executive Officer of Council



Date: 7 June 2024

SCHEDULE

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LOCAL GOVERNMENT ACT 20204

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	RVCON	
s 246(2)	Power to refuse enrolment and duty to give written reasons for refusal application for enrolment	RVCON	
s 246(3)	Power to request information orally or in writing to enable her or him to determine a person's eligibility for enrolment	RVCON	
s 246(4)	Power to require information to be given in writing and signed by the person giving the information	RVCON	
s 247(3)	Power to decide whether address should be placed on voters' roll and to then take action accordingly	RVCON	
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	RVCON	
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	RVCON	

LOCAL GOVERNMENT ACT 2020

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	RVCON	For the purposes of section 243