INSTRUMENT OF DELEGATION

INSTRUMENT OF DELEGATION BY THE CHIEF EXECUTIVE OFFICER

21 JULY 2026

Instrument of delegation

1. I delegate each function or power listed in the attached tables to the delegate or delegates nominated in respect of the function or power pursuant to:

(a) section 91 of the Food Act 2001 with respect to the powers and functions of the head of an enforcement agency under the Food Act; and

(b) section 101 of the Local Government Act 1999 with respect to powers and functions vested or conferred on the chief executive officer by the Local Government Act.

2. If two or more delegates are nominated in respect of a power or function, then each nominated person is granted a delegation and may exercise the power or function independently of any other delegate.

3. The delegations are granted subject to the following conditions and limitations:

(a) the delegate must exercise a delegated function or power in accordance with:

(i) due regard to applicable legislative and other legal requirements; and

(ii) relevant policies and guidelines adopted by the Council;

(b) [insert other conditions or limitations]

4. Each delegation of a power or function granted under this instrument is independent of, and severable from, every other delegation granted under this instrument.

5. If a delegation of a power or function under this instrument is determined to be invalid or unlawful, the invalid or unlawful delegation will be deemed to be severed from this instrument and the remaining delegations will continue to operate according to their terms.

6. The delegations provided for in this instrument of delegation will come into operation on [SELECT EITHER: the day following the date of this instrument OR: [insert date]].

7. Previous delegations granted by the Chief Executive Officer of the powers and functions delegated by this instrument are revoked with effect from the date on which the delegations provided for in this instrument come into operation.

Signature

Name

Date

Delegation Sources

- Food Act 2001
- Local Government Act 1999
- Local Government (Financial Management) Regulations 2011
- Local Government (General) Regulations 2013
- Local Government (Procedures at Meetings) Regulations 2013
- Local Government (Elections) Act 1999
- State Planning Commission Practice Direction 2 - Preparation and Amendment of Designated Instruments

Positions

Abbreviation	Position	Name
CEO	Chief Executive Officer	Ross McNeil
DIO	Director Infrastructure & Operations	Geoff Van Mierlo
GRO	Governance and Risk Officer	Amy Kennedy
MCD	Manager Community Development	James Lang
MDRS	Manager Development & Regulatory Services	Gabby Swearse
MF	Manager Finance	David Rattley
Not Sub Delegated	Not Sub-Delegated	
RO	Rates Officer	Tanya Francis & Bernadette McCarthy
WHSC	Work Health & Safety Coordinator	Geoff Van Mierlo

Instrument of delegation by the Chief Executive Officer

Food Act 2001			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
section 46(1)	Serve a prohibition order on the proprietor of a food business	CEO, MDRS, DIO	
section 46(5)	Provide a certificate of clearance	CEO, MDRS, DIO	
section 88(5)	Consent to the delegation of power or function by a relevant authority to the Chief Executive Officer	CEO, Not Sub Delegated	
section 93(1)	Report to the relevant authority on the performance of functions under the Food Act by persons employed or engaged by the council	CEO, MDRS, DIO	
section 93(2)	Forward to the relevant authority details of any proceedings for an offence under the Food Act or the regulations taken by an officer of the council	CEO, MDRS, DIO	

Local Government Act 1999			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
section 4(1aa)(a)(ii)(A)	Determine a website for the publication of a public notice by the council	CEO, Not Sub Delegated	
section 12(19)(b)	Refer a failure by the council of a type listed in section 12(1) of the Local Government Act to the	CEO, Not Sub	

Local Government Act 1999			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	Electoral Commissioner	Delegated	
section 54(1)(b)	Receive notice of resignation of a council member	CEO, Not Sub Delegated	
section 54(6)	Notify council members of a vacancy in the office of a member of a council	CEO, Not Sub Delegated	
section 54(6)	Provide notice in the Gazette of a vacancy in the office of a member of a council	CEO, Not Sub Delegated	
section 55(c)	Receive a notice of disqualification from a member of the council	CEO, Not Sub Delegated	
section 55B(3)	Notify the member of the suspension under section 55B(1) of the Local Government Act	CEO	
section 56(1)	Publish a notice in the Gazette indicating that Division 2, Part 2, Chapter 5 of the Local Government Act applies to the council	CEO, Not Sub Delegated	
section 56(2)	Fix a polling day	CEO, Not Sub Delegated	
section 61(2)	Receive a request for access to a document	CEO, Not Sub Delegated	
section 61(3)	Indicate that information contained in a document is confidential	CEO, Not Sub	

Local Government Act 1999			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Delegated	
section 65	Receive a primary return from a council member	CEO, EA	
section 66	Receive an ordinary return from a council member	CEO, EA	
section 67(1)	Receive notification from a council member of a change or variation in the information appearing on the Register of Interests	CEO, EA	
section 68(1)	Maintain a Register of Interests and cause information furnished pursuant to Subdivision 2, Division 1, Part 4, Chapter 5 of the Local Government Act and Schedule 3 to the Local Government Act to be entered on the register	CEO	
section 68(2)	Notify a council member of a failure by that member to submit a return and the consequences of not submitting a return	CEO, Not Sub Delegated	
section 68(3a)(a)	Determine website for publishing notice	CEO, MCD	
section 68(3a)(a)	Publish a notice on a website determined by the chief executive officer specifying date return submitted	CEO, MCD	
section 68(4)	Supress an address of a person from the Register of Interests	CEO, EA	
section 70(a1)	Determine a website for publication of the Register	CEO, Not Sub Delegated	

Local Government Act 1999			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
section 72A(2)	Determine requirements for provision of details of gifts or benefits received by a council member	CEO, GRO	
section 72A(4)	Maintain a register of gifts and benefits received by members and ensure details of each gift and benefits provided under this section included in the register	CEO, GRO	
section 72(3)(a)	Receive a primary return or ordinary return from a board member of a regional subsidiary of the council	CEO, Not Sub Delegated	
section 72(3)(b)	Participate in consultation with a regional subsidiary of the council to ensure that a Register of Interest relating to its board members is maintained and available for public inspection	CEO, Not Sub Delegated	
section 75G(1)(b) and 75G(2)	Issue a reasonable direction to a member for the purposes of ensuring the member's acts or omissions do not adversely affect the health or safety of employees of the council	CEO, WHSC	
section 75G(5)	Ensure a complaint relating to the matter is referred to the Behavioural Standards Panel	CEO, GRO	
section 79(1)	Keep a Register of Allowances and Benefits	CEO, MF	
section 79(2)	Ensure that an appropriate record is made in the Register of Allowances and Benefits	CEO, MF	
section 80A(2h)	Maintain a register relating to training and development	CEO, GRO	
section 80A(2i)	Request a member provide within a period specified in the request information relating to	CEO,	

Local Government Act 1999			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	training and development by the member	GRO	
section 80B(1)(b)	Suspend a member subject to a relevant interim intervention order from the office of member of the council where the person protected by the order is an employee of the council	CEO, Not Sub Delegated	
section 80B(4)	Revoke a suspension	CEO, Not Sub Delegated	
section 80B(7)	Notify the member of the suspension under section 80B(5) of the Local Government Act	CEO, Not Sub Delegated	
section 81(3)	Appoint a time and place at which an ordinary meeting of the council will be held	CEO, Not Sub Delegated	
section 81(4)(a)	Appoint a time and place at which the first ordinary meeting of the council will be held after being constituted under Chapter 3 of the Local Government Act	CEO, Not Sub Delegated	
section 81(4)(b)	Appoint a time and place at which the first ordinary meeting of the council will be held after a general election of the council	CEO, Not Sub Delegated	
section 82(1)	Call a special meeting of the council	CEO, Not Sub Delegated	
section 83(1)	Provide notice of an ordinary meeting of the council	CEO, Not Sub Delegated	

Local Government Act 1999			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
section 83(2)	Provide notice of a special meeting of the council	CEO, Not Sub Delegated	
section 83(4)(a)	Ensure that items on an agenda for a council meeting are described with reasonable particularity and accuracy	CEO, Not Sub Delegated	
section 83(4)(b)	Supply to a council member a copy of any documents or reports that are to be considered at a council meeting	CEO, Not Sub Delegated	
section 83(5)	Indicate on a document or report any information or matters that may, if the council so determined, be considered in confidence under Part 3 of the Local Government Act and the basis for a confidentiality order	CEO, Not Sub Delegated	
section 83(7)	Take action to bring a notice to the attention of a council member	CEO, Not Sub Delegated	
section 84(1)	Give notice to the public of the times and places of meetings of the council	CEO, Not Sub Delegated	
Section 84(1a)	Publicly display notice at principal office of the Council and publish notice and agenda in accordance with Section 132(1)(a) of the Local Government Act	CEO, Not Sub Delegated	
section 84(2a)	Give notice to the public of the times and places of meetings of the council	CEO, Not Sub Delegated	

Local Government Act 1999			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
section 84(5)	Ensure that a reasonable number of copies of any document or report supplied to council members for consideration at a meeting are available for inspection by members of the public	CEO, Not Sub Delegated	
Section 84(5)(a)	Determine website for publication of document or report	CEO, Not Sub Delegated	
section 86(3)	Preside at a meeting of the council until a council member is chosen to preside	CEO, Not Sub Delegated	
section 87(4)	Provide notice to a member of a council committee of an ordinary meeting of the committee	CEO, Not Sub Delegated	
section 87(5)	Call a special meeting of a council committee	CEO, Not Sub Delegated	
section 87(7)	Provide notice to a member of a council committee of a special meeting of the committee	CEO, Not Sub Delegated	
section 87(9)(a)	Ensure that items on an agenda for a council committee meeting are described with reasonable particularity and accuracy	CEO, Not Sub Delegated	
section 87(9)(b)	Supply to a council committee member a copy of any documents or reports that are to be considered at a council committee meeting	CEO, Not Sub Delegated	
section 87(10)	Indicate on a document or report any information or matters that may, if the committee so	CEO, Not Sub	

Local Government Act 1999			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	determined, be considered in confidence under Part 3 of the Local Government Act and the basis for a confidentiality order	Delegated	
section 87(12)	Take action to bring a notice to the attention of a committee member	CEO, Not Sub Delegated	
section 87(13)	Maintain a record of all notices given under section 87 of the Local Government Act	CEO, EA	
section 88(1)	Give public notice of the times and places of council committee meetings	CEO, Not Sub Delegated	
Section 88(1a)	Publicly display notice at principal office of the Council and publish the notice and agenda in accordance with Section 132(1)(a) of the Local Government Act	CEO, EA	
section 88(2a)	Give public notice of the times and places of council committee meetings	CEO, Not Sub Delegated	
section 88(5)	Ensure that a reasonable number of copies of any document or report supplied to council committee members for consideration at a meeting are available for inspection by members of the public	CEO, EA	
section 90A(1)	Hold or arrange for the holding of an information or briefing session	CEO	
section 90A(3)	Order that an information or briefing session be closed to the public	CEO	

Local Government Act 1999			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
section 90A(5)	Make a record of: • the grounds on which the order was made; • basis on which information or matter falls within the ambit of each ground; • reasons that receipt, consideration or discussion of information or matter would be contrary to the public interest	CEO	
section 91(1)	Ensure minutes are kept of council and council committee meetings	CEO, Not Sub Delegated	
section 91(11)	Sign minutes of a council or council committee meeting	CEO, Not Sub Delegated	
section 92(5)	Determine a website for publishing a code of practice or alterations or substitutions to a code of practice	CEO, Not Sub Delegated	
section 93(2)	Give public notice of the time and place of a meeting of electors	CEO, Not Sub Delegated	
section 93(10)	Ensure that minutes are kept of the proceedings at a meeting of electors	CEO, Not Sub Delegated	
section 99(1)(a)	Ensure that the policies and lawful decisions of the council are implemented in a timely and efficient manner	CEO, Not Sub Delegated	
section	Undertake responsibility for the day-to-day	CEO, Not	

Local Government Act 1999			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
99(1)(b)	operations and affairs of the council	Sub Delegated	
section 99(1)(c)	Provide advice and reports to the council on the exercise and performance of the council's powers and functions under the Local Government Act or any other Act	CEO, Not Sub Delegated	
section 99(1)(d)	Co-ordinate proposals for consideration by the council for developing objectives, policies and programs for the area	CEO, Not Sub Delegated	
section 99(1)(e)	Provide information to the council to assist the council to assess performance against its strategic management plans	CEO, Not Sub Delegated	
section 99(1)(f)	Ensure that timely and accurate information about council policies and programs is regularly provided to the council's community, and to ensure that appropriate and prompt responses are given to specific requests for information made to the council	CEO, Not Sub Delegated	
section 99(1)(g)	Ensure that the assets and resources of the council are properly managed and maintained	CEO, Not Sub Delegated	
section 99(1)(h)	Ensure that records required under this or another Act are properly kept and maintained	CEO, Not Sub Delegated	
section 99(1)(i)	Give effect to the principles of human resource management prescribed by the Local Government Act and to apply proper management practices	CEO, Not Sub Delegated	

Local Government Act 1999			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
section 99(1)(ia)	Ensure that effective policies, systems and procedures are established and maintained for the identification, assessment, monitoring, management and annual review of strategic, financial and operational risks	CEO, Not Sub Delegated	
section 99(1)(ib)	Report annually to the relevant audit and risk committee on the council's internal audit processes	CEO, Not Sub Delegated	
section 99(1)(j)	Exercise, perform or discharge other powers, functions or duties conferred on the chief executive officer by or under the Local Government Act or other Acts, and to perform other functions lawfully directed by the council	CEO, Not Sub Delegated	
section 99(2)	Consult with the council when determining, or changing to a significant degree, the organisational structure for the staff of the council, the processes, terms or conditions that are to apply to the appointment of senior executive officers or the appraisal scheme that is to apply to senior executive officers	CEO, Not Sub Delegated	
section 100(1)	Determine whether to have a deputy chief executive officer	CEO, Not Sub Delegated	
section 100(2)	Appoint a deputy chief executive officer	CEO, Not Sub Delegated	
section 100(3)	Obtain the concurrence of the council before appointing a deputy chief executive officer or removing a deputy chief executive officer	CEO, Not Sub Delegated	

Local Government Act 1999			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
section 103(1)	Appointing, managing, suspending and dismissing employees of the council	CEO, Not Sub Delegated	
section 104	Determine the conditions of service of an employee of the council	CEO, Not Sub Delegated	
section 105(1)	Ensure that a Register of Salaries is kept	CEO, MF	
section 105(2)	Ensure that a record is made in the Register of Salaries of a change in the salary, wage or remuneration, or an allowance or benefit, payable to, or provided for the benefit of, an employee or the payment or provision of an allowance or benefit not previously recorded in the Register	CEO, MF	
section 107(1)	Ensure that sound principles of human resource management are applied to employment in the administration of the council, and must take reasonable steps to ensure that those principles are known to all employees	CEO, Not Sub Delegated	
section 113(b)	Receive a primary return from a prescribed officer	CEO, Not Sub Delegated	
section 114(b)	Receive an ordinary return from a prescribed officer	CEO, Not Sub Delegated	
section 116(1)	Maintain a Register of Interests and cause to be entered in the Register all information pursuant to Subdivision 2, Division 1, Part 4, Chapter 7 of the	CEO, MF	

Local Government Act 1999			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	Local Government Act		
section 116(2)	Notify a person who fails to submit a return of the failure	CEO, Not Sub Delegated	
section 118	Enable the inspection of the Register of Interests by a council member	CEO, Not Sub Delegated	
section 119A(2)	Determine requirements for provision of details of gifts and benefits received by an employee	CEO, GRO	
section 119A(4)	Maintain a register of gifts and benefits received by employees of the council and ensure details of each gift and benefit provided under this section are included in the register	CEO, GRO	
section 119A(5)	If the register includes information by reference to another register, publish or make available for inspection at the council that other register or information	CEO, GRO	
section 120(2)(a)	Receive a disclosure of an interest in a matter from an employee of the council	CEO, Not Sub Delegated	
section 120(2)(b)	Determine an employee of the council may act in relation to the matter	CEO, Not Sub Delegated	
section 122(4a)(a)	Provide a report to the council on the sustainability of the council's long-term financial performance and position	CEO, MF	

Local Government Act 1999			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
section 123(4)(a)	Determine a website for the publication of a notice informing the public of the preparation of a draft annual business plan and inviting attendance at a meeting or the making of submissions	CEO, Not Sub Delegated	
section 123(9)(c)	Determine a website for the publication of annual business plan and budget	CEO, Not Sub Delegated	
section 125A(1)	Consult with the relevant audit and risk committee before appointing a person to be primarily responsible for the internal audit function or assigning such responsibility to an employee of the council on the appointment or assignment of responsibility	CEO, Not Sub Delegated	
section 126(4)(g)(ii)	Provide annual report in relation to the policies and processes adopted by the council to evaluate and improve the effectiveness of its internal control practices and procedures	CEO, Not Sub Delegated	
section 126A(4) (g)(ii)	Provide annual report in relation to the policies and processes adopted by the council to evaluate and improve the effectiveness of its internal control practices and procedures	CEO, Not Sub Delegated	
section 128(5)(b)	Receive a notice of resignation from an auditor	CEO, MF	
section 129(5b)(b)	Participate in consultation with the principal member of the council in relation to whether the opinions and advice of the auditor should be a late item on the agenda for a council meeting	CEO, MF	

Local Government Act 1999			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
section 130(1)	Produce accounts, accounting records and other documents to the auditor	CEO, MF	
section 130(2)	Produce explanations or information to the auditor	CEO, MF	
section 130A(4)	Produce any documents relevant to an examination to, and provide any explanation or information required by, a person undertaking an examination under section 130A of the Local Government Act	CEO, Not Sub Delegated	
section 130(6)(b)	Participate in consultation with the principal member of the council in relation to whether a report on an examination under section 130A of the Local Government Act should be a late item on the agenda for a council meeting	CEO, Not Sub Delegated	
section 132(1)	Determine a website for the publication of documents referred to in Schedule 5 of the Local Government Act	CEO, Not Sub Delegated	
section 132(3a)	Determine website for the publication of a document or part of a document if an order under section 91(7) expires or ceases to apply to the document or a part of the document	CEO, Not Sub Delegated	
section 143(2)	Certify that reasonable attempts have been made to recover a debt or that the costs of recovery are likely to equal or exceed the amount to be recovered	CEO, MF	
section 172(1)	Ensure that an assessment record is kept	CEO, MF, RO	

Local Government Act 1999			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
section 172(2)	Receive an application to have an occupier's name entered in the assessment record as the principal ratepayer in respect of land	CEO, MF, RO	
section 172(2)	Determine the manner and form of an application under section 172(2) of the Local Government Act	CEO, MF, RO	
section 172(3)	Enter an occupier's name in the assessment record as the principal ratepayer in respect of land	CEO, MF, RO	
section 172(4)	Suppress the name or address of a person from the assessment record	CEO, MF, RO	
section 172(5)	Suppress the name or address of a person from the assessment record	CEO, MF, RO	
section 172(6)(b)	Make any alteration to the assessment record	CEO, MF, RO	
section 173(1)	Receive an application to alter the assessment record	CEO, MF, RO	
section 173(2)	Approve the manner and form of an application under section 173(1) of the Local Government Act	CEO, MF, RO	
section 184(15)	Provide a statutory declaration to the Registrar-General stating that the requirements of section 184 of the Local Government Act have been observed in regard to the sale of land	CEO, Not Sub Delegated	
section	Receive an application for a certificate of	CEO, MF,	

Local Government Act 1999			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
187(3)(d)	liabilities	RO	
section 219(7)(c)	Determine a website for publishing a notice of the adoption or alteration of a policy under section 219 of the Local Government Act	CEO, Not Sub Delegated	
section 234A(6)(c)	Determine a website for publishing a resolution passed under section 234A of the Local Government Act	CEO, Not Sub Delegated	
section 252(7)	Provide a certificate for the purposes of section 252(5) or 252(6) of the Local Government Act	CEO, Not Sub Delegated	
section 264(1)(b)	Lodge a complaint against a council member with the South Australian Civil and Administrative Tribunal	CEO, Not Sub Delegated	
section 264(1)(b)	Lodge a complaint with SACAT	CEO, Not Sub Delegated	
section 287	Certify a copy of, or extract from, the assessment record kept under Chapter 10 of the Local Government Act	CEO, Not Sub Delegated	
section 289	Certify a copy of, or extract from, a register kept under the Local Government Act	CEO, Not Sub Delegated	
section 290(1)	Certify a copy of a by-law in force within the council area	CEO, Not Sub Delegated	
section 291	Issue a certificate giving details of the boundaries	CEO, Not	

Local Government Act 1999			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	of the council area	Sub Delegated	
section 293	Issue a certificate giving details of the cost of work undertaken, the portion payable by a person and the date of the completion of the work	CEO, Not Sub Delegated	
clause 9(6), schedule 1B	Provide a statutory declaration stating that the requirements of clause 9 of Schedule 1B of the Local Government Act and the regulations have been observed in relation to the sale of land	CEO, Not Sub Delegated	
clause 3(5)(b), schedule 2	Determine a website for publishing a copy of a subsidiary charter	CEO, Not Sub Delegated	
clause 19(5)(b), schedule 2	Determine, in conjunction with the chief executive officers of the other constituent councils, a website for publishing a copy of a regional subsidiary charter	CEO, Not Sub Delegated	

Local Government (Financial Management) Regulations 2011			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
regulation 14(a)	Sign the financial statements of the council	CEO, Not Sub Delegated	
regulation 16(3)	Certify that the information provided under regulation 16(2) of the Local Government (Financial Management) Regulations has been reconciled to, and is consistent with, the audited financial	CEO, Not Sub Delegated	

Local Government (Financial Management) Regulations 2011			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
	statements of the council		
regulation 18(4)	Determine, in conjunction with the chief executive officers of other constituent councils, a website or websites for the publication of a notice given to a regional subsidiary under regulation 18 of the Local Government (Financial Management) Regulations	CEO, Not Sub Delegated	
regulation 18(4)	Ensure, in conjunction with the chief executive officers of the other constituent councils, that a notice given to a regional subsidiary under regulation 18 of the Local Government (Financial Management) Regulations is published on a website or websites determined by the chief executive officers	CEO, Not Sub Delegated	
regulation 21(4)	Lay before the council any audited financial statements of a subsidiary received for the purposes of clause 12(3)(a) or 28(2)(a) of Schedule 2 to the Local Government Act	CEO, Not Sub Delegated	
regulation 22(3)(a)	Provide a statement certifying compliance for the financial year with the requirement that the auditor be independent of the council	CEO, Not Sub Delegated	
regulation 22(3)(b)(i)	Provide a statement certifying compliance for the financial year with the requirement that the auditor be independent of the regional subsidiary	CEO, Not Sub Delegated	

Local Government (General) Regulations 2013			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
regulation	Determine website for publication of information listed in regulation 8AB of the Local Government	CEO, Not Sub	

Local Government (General) Regulations 2013			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
8AB	(General) Regulations	Delegated	

Local Government (Procedures at Meetings) Regulations 2013			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
regulation 7(2)	Adjourn a meeting where the number of apologies received indicates that the meeting will lack a quorum to a specified day and time	CEO, Not Sub Delegated	
regulation 7(3)	Adjourn a meeting which lacks a quorum to a specified day and time	CEO, Not Sub Delegated	
regulation 7(4)	Record in the minute book the reason for an adjournment, the names of any members present and the date and time to which the meeting is adjourned	CEO, Not Sub Delegated	
regulation 7(5)(a)	Give notice of an adjourned meeting to each council member setting out the date, time and place of the meeting	CEO, Not Sub Delegated	
regulation 7(5)(b)	Give notice of an adjourned meeting to the public setting out the date, time and place of the meeting	CEO, Not Sub Delegated	
regulation 9(1)	Receive written notice of a question on notice	CEO, Not Sub Delegated	
regulation 9(2)(a)	Place a question on notice on the agenda for the meeting at which the question will be asked	CEO, Not Sub Delegated	

Local Government (Procedures at Meetings) Regulations 2013			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
regulation 10(2)	Place a petition (or, if provided for in a policy of the council, a summary of the petition as described in regulation 10(2) of the Local Government (Procedures at Meetings) Regulations) on the agenda for the next ordinary meeting of the council (or, if provided for in a policy of the council, on the agenda for the next ordinary meeting of a council committee)	CEO, Not Sub Delegated	
regulation 11(2)	Transmit a request for a deputation to the presiding member of the council	CEO, Not Sub Delegated	
regulation 11(4)	Take reasonable steps to inform a person or persons requesting a deputation of the outcome of the request	CEO, Not Sub Delegated	
regulation 12(2)	Receive a notice of motion	CEO, Not Sub Delegated	
regulation 12(20)	Report on each question that lapses under regulation 12(19) at the first ordinary meeting of the council after a general election	CEO, Not Sub Delegated	
regulation 16(1)	Read out a motion before a vote is taken	CEO, Not Sub Delegated	
regulation 17(4)	Record in the minutes the names of the council members who voted in the affirmative and the names of the members who voted in the negative (in addition to the result of the vote) when a division is taken	CEO, Not Sub Delegated	
regulation 18(1)	Table documents relating to a motion that is before a meeting	CEO, Not Sub	

Local Government (Procedures at Meetings) Regulations 2013			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
		Delegated	
regulation 18(2)	Indicate an opinion that consideration should be given to dealing with a document on a confidential basis under sections 90 or 91 of the Local Government Act	CEO, Not Sub Delegated	
regulation 21(1)	Submit a report to the council recommending the revocation or amendment of a resolution passed since the last general election of the council	CEO, Not Sub Delegated	
regulation 21(2)	Place a report under regulation 21(1) of the Local Government (Procedures at Meetings) Regulations on the agenda for the meeting at which the report is to be considered	CEO, Not Sub Delegated	

Local Government (Elections) Act 1999			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
section 14(3c)	Enrol an applicant	CEO	
section 14(3c)(a)	Form belief applicant is not entitled to be enrolled	CEO	
section 14(3c)(b)(ii)(B)	Form the belief the designated person is not entitled to be the designated person	CEO	
section 14(6)	Determine the name of a group	CEO	
section 14(8)	Assume a ratepayer of rateable residential property is a resident of that property	CEO	

Local Government (Elections) Act 1999			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
section 15(1)	Maintain the voters roll	CEO	
section 15(2)(d)	Determine manner and form for nomination of additional address	CEO	
section 15(3)	Be satisfied inclusion of the address on voters roll would place at risk the personal safety of a person and to suppress the address Be satisfied the address is suppressed from roll under Electoral Act 1985 and suppress that address from voters roll	CEO	
section 15(10)	Agree with Electoral commissioner the manner in which list may be supplied by Electoral Commissioner	CEO	
section 15(16)	Certify copies of the voters roll	CEO	
section 70(4)	Sign a reply to a petition	CEO	
section 91B(3)	Preside over a meeting involving candidates and members of the public Appoint a person to preside over a meeting involving candidates and members of the public	CEO	

State Planning Commission Practice Direction 2 - Preparation and Amendment of Designated Instruments			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**

State Planning Commission Practice Direction 2 - Preparation and Amendment of Designated Instruments			
Provision	**Power and Functions Delegated**	**Delegate**	**Conditions and Limitations**
clause 6(1)(h)	Provide submissions on the proposal to initiate	CEO	