

Complaints Officer – Local Government (Model Code of Conduct) Regulations 2021

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Model Code of Conduct) Regulations 2021</i> r. 11 Complaint about alleged breach
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to appoint a Complaints Officer under regulation 11 of the <i>Local Government (Model Code of Conduct) Regulations 2021</i> to receive complaints and withdrawal of complaints in the absence of the CEO or where a conflict of interest exists.
Council Conditions on this Delegation:	1. The appointment must be in accordance with the provisions of the <i>Local Government (Model Code of Conduct) Regulations 2021</i>. 2. The CEO must ensure that the appointed Complaints Officer has the necessary skills and qualifications to perform the role effectively. 3. A register of Authorised Persons is to be maintained as a Local Government Record.
Express Power to Sub-Delegate:	Nil

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Instruments or Certificates of Authorisation – Copies are to be retained on the Authorised Person's personnel file. A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record. All records must be kept on the appropriate file