



Instrument of Delegation



Knox City Council

Instrument of Delegation

by

The Chief Executive Officer

Instrument of Delegation



Instrument of Delegation

By this instrument of delegation, in exercise of the power conferred by section 47(2) of the Local Government Act 2020, I, as Chief Executive Officer of the Knox 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 on the coming into force of this Instrument of Delegation each delegation under the Instrument of Delegation dated 21 September 2020 and executed by me is revoked;
3. declare that this Instrument of Delegation -
 - 3.1 comes into force immediately upon its execution;
 - 3.2 remains in force until varied or revoked; and
 - 3.3 is subject to any conditions and limitations set out in paragraph 5, 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.

Instrument of Delegation



5. Note that on 9 December 2020, as Chief Executive Officer I announced a restructure to positions within the organisation which will come progressively into effect and consequently note the following position and department / directorate titles should be read interchangeably in this instrument:

Old Position Title	New Position Title
Director Knox Central	Director City Centre
Director City Development	Director City Strategy and Integrity
Director Community Services	Director Connected Communities
Executive Manager Strategy, People and Culture	Director People and Innovation
Principal People and Culture Partnerships	Manager People Partnerships
Manager Active Ageing and Disability Services	Manager Community Access and Support
Manager Youth, Leisure and Cultural Services	Manager Active and Creative Communities
Business Support Coordinator (City Development)	Coordinator Business Support and Improvement (City Strategy and Integrity)
Coordinator Business Improvement (Community Services)	Coordinator Business Support and Improvement (Connected Communities)
Manager Business and Financial Services	Chief Financial Officer (CFO)
Manager Information Technology	Chief Information Officer (CIO)
Old Department / Directorate Title	New Department / Directorate Title
Strategy, People & Culture	People and Innovation
City Planning Department	City Strategy and Integrity
Community Services	Connected Communities
Knox Central	City Centre

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6. record that references in the Schedule are as follows:

'All Coordinators'

Means all staff in positions within the organisation whose title includes:

- Coordinator; or
- Principal

and staff in the Family and Children Services Department with the titles:

- Head of Strategy, Learning and Evaluation; or
- Head of Integrated Services

and staff in the Strategy, People & Culture Department with the titles:

- People Experience Lead;
- Risk, Safety, Health and Wellbeing Lead;
- Culture Programs Lead; or
- Partnerships Lead.

All Directors

Means the following:

- Director City Strategy and Integrity;
- Director Infrastructure;
- Director Connected Communities;
- Executive Manager-Strategy, People and Culture;
- Director People and Innovation
- Director Special Projects; and
- Director City Centre

All Staff

Means all members of Council staff as defined by Section 3 of the Local Government Act 2020

All Staff with
Supervisory
Responsibilities

Means all members of Council staff (as defined by Section 3 of the Local Government Act 2020) who have supervisory responsibilities for other members of council staff

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All Managers

Means the following:

- Manager City Planning and Building;
- Manager City Futures
- Manager City Safety and Health
- Manager Community Wellbeing
- Manager Family and Children's Services
- Manager Community Access and Support
- Manager Active and Creative Communities
- Manager Governance
- Manager Communications
- Chief Financial Officer
- Chief Information Officer
- Manager Sustainable Infrastructure
- Manager Community Infrastructure
- Manager Operations
- Manager Strategic Procurement and Property
- Manager Customer Experience
- Manager Strategy and Organisational Development
- Manager People Partnerships

All Governance Staff

Means the following:

- Manager Governance
- Coordinator Governance
- Governance Officer
- Senior Administration Officer (Governance)
- Administration Officer (Governance)

This instrument of delegation is made by the Chief Executive Officer, Mr Tony Doyle.

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

DocuSigned by:
Tony Doyle
A425B724936446E...

and dated: 14/2/2021 | 14:21:47 AEDT

Witnessed by:

DocuSigned by:
Andrew Dowling
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Andrew Dowling

Instrument of Delegation



SCHEDULE

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CHILD WELLBEING AND SAFETY ACT 2005			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	COMMENTS
s.29(2)	function of receiving written notice and consenting to inspection of relevant premises by the Commission for Children and Young People	Not Delegated	
s.29(3)	power to consent to inspection of relevant premises without written notice by the Commission for Children and Young People	Not Delegated	
s.36	duty to ensure that the Commission for Children and Young People is given any assistance reasonably required to perform functions	All Staff	
s.43	function of receiving birth notice in certain circumstances	Director – Connected Communities Manager – Family & Childrens Services Coordinator - Integrated Child Family Health and Wellbeing	
s.45	duty to send a copy of a birth notice to a nurse or the Secretary	Director – Connected Communities Manager – Family & Childrens Services Coordinator - Integrated Child Family Health and Wellbeing	

EMERGENCY MANAGEMENT ACT 2013			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	COMMENTS
s.54(1)(a)(vii)	Power to nominate a person, position or role to be a Member of the Regional Emergency Management Planning Committee	Director – City Strategy and Integrity Manager – City Safety & Health	
s.59B(1)(b)	Power to nominate a member of Council staff to be the chairperson of the Municipal Emergency Management Planning Committee	Director – City Strategy and Integrity Manager – City Safety & Health	
s.74E(3)	function of receiving a copy of any Orders made by Governor in Council under this section	Director – City Strategy and Integrity Manager – City Safety & Health	

ENVIRONMENT PROTECTION ACT 1970			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.50AC	function of consulting with Sustainability Victoria prior to submission of State-wide Waste and Resource Infrastructure Plan to the Minister	Director-Infrastructure	
s.50BC	function of consulting with Waste and Resource Recovery Group prior to submission of Regional Waste and Resource Recovery Implementation Plan to Sustainability Victoria	Director- Infrastructure	

FINES REFORM ACT 2014			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.175(1)(b)	power to certify that exceptional circumstances apply requiring Council not to provide required information	Director – City Strategy and Integrity Director-Infrastructure	

FIRE SERVICES PROPERTY LEVY ACT 2012			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & 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	City Strategy and Integrity Chief Financial Officer Coordinator - Property Management	Section 66 does not apply if the disclosure is permitted by, or is necessary for the administration of, this Act
s.68	power to authorise the secondary disclosure of information obtained under, or in relation to the administration of, this Act	City Strategy and Integrity Chief Financial Officer Coordinator - Property Management	

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.50AB	function of signing a certificate under this Act	Director – City Strategy and Integrity Manager – City Safety & Health Coordinator - Health Services Prosecutions Coordinator	

FREEDOM OF INFORMATION ACT 1982			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
S6W(4)	Duty to ensure that all officers and employees are informed about the requirements of the professional standards	Director- City Strategy and Integrity Manager - Governance Coordinator – Governance Governance Officer	
S 8(2)	Duty to make certain documents available for inspection and purchase	Director- City Strategy and Integrity Manager - Governance Coordinator – Governance Governance Officer	
S 8(3)	Duty to cause to be prepared a corresponding document, altered only to the extent necessary to exclude exempt matter	Director- City Strategy and Integrity Manager - Governance Coordinator – Governance Governance Officer	
S 8(5)	Duty to cause the fact of the existence of a document to be published.	Director- City Strategy and Integrity Manager - Governance Coordinator – Governance Governance Officer	
s.61E	Duty to co-operate with the Information Commissioner in dealing with a complaint	Director- City Strategy and Integrity Manager - Governance	
s 61G	Function of consulting with the Information Commissioner	Director- City Strategy and Integrity Manager - Governance	
s 61GA(1)(a)	Function of processing or identifying a reasonable sample of the documents upon notice from the Information Commissioner	Director- City Strategy and Integrity Manager - Governance	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	Director- City Strategy and Integrity Manager - Governance	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

FREEDOM OF INFORMATION ACT 1982			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61GA(2)	Duty to comply with requests under s 61GA(1) within the reasonable time stated in Information Commissioner's notice, being not less than 10 business days	Director- City Strategy and Integrity Manager - Governance	
s 61GA(3)	Power to apply for extension	Director- City Strategy and Integrity Manager - Governance	
s 61H	Power to reach an agreement with a complaint	Director- City Strategy and Integrity Manager - Governance	
s 61I(2)	Power to make submissions in relation to a complaint	Director- City Strategy and Integrity Manager - Governance	
s 61L(5)	Power to comment on and response to a draft recommendation or draft comment	Director- City Strategy and Integrity Manager - Governance	
s 61R(4)	Power to respond to adverse material	Director- City Strategy and Integrity Manager - Governance	
s 63BA(1)	Power to apply to the Supreme Court for a determination	Director- City Strategy and Integrity Manager - Governance	
s 63BA(4)(a)	Power to make an application	Director- City Strategy and Integrity Manager - Governance	
s 63E(3)(b)	Power to give written consent to a disclosure	Director- City Strategy and Integrity Manager - Governance	
s 64B	Duty to give the Information Commissioner any information referred to in s 64(2)	Director- City Strategy and Integrity Manager - Governance	

INDEPENDENT BROAD-BASED ANTI-CORRUPTION COMMISSION ACT 2011			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.41	power of receiving information acquired by the Independent Broad-based Anti-corruption Commission (IBAC)	Director- City Strategy and Integrity Manager - Governance	
s.57	power to notify IBAC of any matter believed to constitute corrupt conduct	Director- City Strategy and Integrity Manager - Governance	subject to any exemption notices issued under s.57B
s.57A(5)	duty to comply with Directions made by IBAC under s.57A	Director- City Strategy and Integrity Manager - Governance	
s.59D(2)	duty to comply with request by IBAC under s.59D for relevant information	Director- City Strategy and Integrity Manager - Governance	
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	Director- City Strategy and Integrity Manager - Governance	
s.159	power of receiving IBAC recommendations about the action to be taken following an IBAC investigation	Director- City Strategy and Integrity Manager - Governance	
s.162	power of receiving and responding to an IBAC special report that includes matters pertaining to Council	Director- City Strategy and Integrity Manager - Governance	
s.163(3)	power of receiving written information about the commencement, conduct or results of an IBAC investigation pertaining to Council	Director- City Strategy and Integrity Manager - Governance	
s.165	power of receiving and responding to IBAC material that includes matters pertaining to Council, to be published in the IBAC annual report	Director- City Strategy and Integrity Manager - Governance	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 32(4)(a)	Duty to ensure that the Councillor induction training is available to be taken by a Councillor from the day the Councillor takes the oath or affirmation of office	Director- City Strategy and Integrity Manager- Governance Coordinator- Governance	
s 32(4)(b)	Duty to provide reasonable assistance to a Councillor to enable them to access the Councillor induction training	Director- City Strategy and Integrity Manager- Governance Coordinator- Governance	
s 46(1)(a)	Function of supporting the Mayor and the Councillors in the performance of their roles	All Staff	Note: this provision commences on 1 July 2021
s 46(1)(b)	Function of ensuring the effective and efficient management of the day to day operations of the Council	All Staff	Note: this provision commences on 1 July 2021
s 46(3)(a)	Duty of establishing and maintaining an organisational structure for the Council	All Directors All Managers Principal – People & Culture Partnerships	Note: this provision commences on 1 July 2021

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46(3)(b)	Responsibility for appointing, directing, managing and dismissing Council staff and for all other issues relating to Council staff	All Directors All Managers All Coordinators All Staff with Supervisory Responsibilities	Note: this provision commences on 1 July 2021 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 Appointments must be in accordance with the recruitment policy. Staff dismissals require consultation and approval of the Chief Executive Officer
s 46(3)(b)	Power to approve the filling of vacancies or the creation, reclassification, or abolition of positions within budget	All Directors	Note: this provision commences on 1 July 2021 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 Vacancies must be filled in accordance with the recruitment policy.
s 46(3)(b)	Power to fix salaries for vacant positions	All Directors	Note: this provision commences on 1 July 2021

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46(3)(b)	Power to approve the appointment, engagement or promotion of full time, part time and casual staff	All Directors All Managers All Coordinators	Note: this provision commences on 1 July 2021 Subject to section 48(6) prohibiting appointment of a person who has been a Councillor of the Council within 2 years after the person ceases to hold that office
s 46(3)(b)	Power to approve position descriptions	All Directors All Managers All Coordinators	Note: this provision commences on 1 July 2021
s 46(3)(b)	Power to create or approve creation of new positions	All Directors	Note: this provision commences on 1 July 2021
s 46(3)(b)	Power to conduct disciplinary action under relevant awards and policies	All Directors All Managers All Coordinators	Note: this provision commences on 1 July 2021
s 46(3)(b)	Power to terminate or suspend the employment of, or to suspend from duty, a member of Council staff	Not delegated	Note: this provision commences on 1 July 2021

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46(3)(b)	Power to conduct interviews for staff annual review	All Directors All Managers All Coordinators All Staff with Supervisory Responsibilities	Note: this provision commences on 1 July 2021
s 46(3)(b)	Power to authorise sick, annual and family leave	All Directors All Managers All Coordinators All Staff with Supervisory Responsibilities	Note: this provision commences on 1 July 2021
s 46(3)(b)	Power to approve long service leave and compassionate leave	All Directors All Managers All Coordinators Executive Manager- People, Culture and Strategy	Note: this provision commences on 1 July 2021
s 46(3)(b)	Power to authorise all forms of study and training leave and educational assistance	All Directors All Managers All Coordinators	Note: this provision commences on 1 July 2021

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46(3)(b)	Power to approve leave without pay	All Directors All Managers	Note: this provision commences on 1 July 2021
s 46(3)(b)	Power to authorise time sheets, higher duties, time-in-lieu, overtime and travel expense claims	All Directors All Managers All Coordinators All Staff with Supervisory Responsibilities	Note: this provision commences on 1 July 2021
s 46(3)(b)	Power to approve attendance at conferences and seminars by staff	All Directors All Managers All Coordinators	Note: this provision commences on 1 July 2021
s 46(3)(b)	Power to approve attendance at training programs by staff	All Directors All Managers All Coordinators	Note: this provision commences on 1 July 2021
s 46(3)(b)	Power to give approval for staff to travel	All Directors All Managers	Note: this provision commences on 1 July 2021
s 46(3)(b)	Power to approve travel accommodation for staff	All Directors All Managers	Note: this provision commences on 1 July 2021

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46(3)(b)	Power to sign Notice of Injury and Work Injury Form	All Directors All Managers Principal - People & Culture Partnerships Risk, Health, Safety & Wellbeing Lead Injury Management Business Partner	Note: this provision commences on 1 July 2021
s 46(3)(b)	Power to approve claims under WorkCover excess	Executive Manager- Strategy, People and Culture Principal - People & Culture Partnerships Risk, Health, Safety & Wellbeing Lead Injury Management Business Partner	Note: this provision commences on 1 July 2021
s 46(3)(b)	Power to approve expenses relating to an approved course of study for staff	All Directors All Managers	Note: this provision commences on 1 July 2021
s 46(3)(b)	Power to approve staff engaging in other employment	All Directors	Note: this provision commences on 1 July 2021
s 46(3)(b)	Power to determine acceptance or denial of liability in the event of a WorkCover claim	All Directors	Note: this provision commences on 1 July 2021

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46(3)(b)	Power to sign Letter of Acceptance of Resignation	All Directors All Managers Principal - People & Culture Partnerships People Experience Lead Senior Human Resources Business Partner Human Resources Business Partner	Note: this provision commences on 1 July 2021
s 46(3)(b)	Power to provide references and statements of service on Council letterhead	All Directors All Managers Payroll Lead Senior Payroll Officer Principal - People & Culture Partnerships People Experience Lead Senior Human Resources Business Partner Human Resources Business Partner	Note: this provision commences on 1 July 2021 References may only be approved by Directors and Managers.

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46(3)(b)	Power to authorise access to a staff member's personal file	Executive Manager- Strategy, People and Culture Principal - People & Culture Partnerships Partnerships Lead People Experience Lead	Note: this provision commences on 1 July 2021
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	Executive Manager- Strategy, People and Culture Principal - People & Culture Partnerships Partnerships Lead People Experience Lead Diversity Lead Workforce Intelligence Lead	Note: this provision commences on 1 July 2021
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	All Directors Principal - People & Culture Partnerships Partnerships Lead People Experience Lead	Note: this provision commences on 1 July 2021

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46(4)(c)	Duty to consult members of Council affected by a proposed organisational restructure, before the organisational restructure is implemented	All Directors Principal - People & Culture Partnerships Partnerships Lead People Experience Lead Senior Human Resources Business Partners	Note: this provision commences on 1 July 2021
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 Directors Principal - People & Culture Partnerships Partnerships Lead People Experience Lead Diversity Lead Workforce Intelligence Lead	Note: this provision commences on 1 July 2021
s 46(6)	Duty to ensure that the Mayor, Deputy Mayor, Councillors and members of Council staff have access to the workforce plan	All Directors Principal - People & Culture Partnerships	Note: this provision commences on 1 July 2021

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 47(6)	Duty to submit an annual report to the Council in relation to the activities and performance of a Community Asset Committee in respect of which the members have been given a delegation under this section	Not delegated	
s 47(7)	Duty to keep a register of delegations under section 47 of this Act	Director-City Strategy and Integrity Manager- Governance Coordinator- Governance Governance Officer	
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	All Directors	Note: this provision commences on 1 July 2021 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)	Executive Manager- Strategy, People and Culture Principal - People & Culture Partnerships	Note: this provision commences on 1 July 2021

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 49(1)	Duty to develop and implement a code of conduct for members of Council staff	Executive Manager- Strategy, People and Culture Principal - People & Culture Partnerships	Must develop and implement the first code of conduct within 6 months of commencement of this section Note: this provision commences on 1 July 2021
s 49(4)	Duty to ensure that members of Council staff have access to the code of conduct for members of Council staff	Executive Manager- Strategy, People and Culture Principal - People & Culture Partnerships	Note: this provision commences on 1 July 2021
s 54(6)	Duty to ensure the preparation and maintenance of agendas, minutes and reports of the Audit and Risk Committee	Director- City Strategy and Integrity Manager- Governance Chief Financial Officer Coordinator Governance Governance Officer Senior Admin Support Officer (Governance Department) Administration Officer (Governance Department)	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	Director- City Strategy and Integrity Manager- Governance Chief Financial 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 for collaboration with other Councils or public bodies which may be available	Director- City Strategy and Integrity Manager- Governance Chief Financial Officer	Note: this provision commences on 1 July 2021
s 121	Function of receiving application for land information certificate	Director- City Strategy and Integrity Chief Financial Officer Coordinator- Property Management	Note: this provision commences on 1 July 2021
s 122	Function of receiving acquisition notice	Director- City Strategy and Integrity Chief Financial Officer Coordinator- Property Management	Note: this provision commences on 1 July 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	All Directors Manager—Governance Coordinator- Governance	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & 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	All Directors Manager—Governance Coordinator- Governance	
s 132(1)	Power to nominate a 'nominated officer'	Not Delegated	
s 133	Function of receiving an initial personal interests return	Director- City Strategy and Integrity Manager- Governance Coordinator Governance Governance Officer	
s 134	Function of receiving a biannual personal interests return	Director- City Strategy and Integrity Manager- Governance Coordinator Governance Governance Officer	
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	Director- City Strategy and Integrity Manager- Governance	
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	Director- City Strategy and Integrity Manager- Governance	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 136(1)	Duty to ensure that personal interests return are kept in accordance with the Public Records Act 1973	Director- City Strategy and Integrity Manager- Governance Coordinator Governance Governance Officer	
s 136(2)	Duty to ensure that only the 'specified persons' have access to or can inspect a personal interests return	Director- City Strategy and Integrity Manager- Governance Coordinator Governance Governance Officer	
s 150(1)	Duty to appoint the Councillor Conduct Officer and notify the Principal Councillor Conduct Registrar of the appointment	Director- City Strategy and Integrity	
s 230(16)	Duty to summon a Council Meeting within 14 days after the public declaration of the election result	Not Delegated	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 240(10)	Duty to send notice	Director- City Strategy and Integrity Chief Financial Officer Manager Strategic Procurement and Property Coordinator Rates and Valuations	
s 240(11)	Duty to send notice	Director- City Strategy and Integrity Chief Financial Officer Manager Strategic Procurement and Property Coordinator Rates and Valuations	
s 240(12)	Duty to send notice	Director- City Strategy and Integrity Chief Financial Officer Manager Strategic Procurement and Property Coordinator Rates and Valuations	

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	Director- City Strategy and Integrity Chief Financial Officer Manager Strategic Procurement and Property Coordinator Rates and Valuations	
s 246(2)	Power to refuse enrolment and duty to give written reasons for refusal application for enrolment	Director- City Strategy and Integrity Chief Financial Officer Manager Strategic Procurement and Property Coordinator Rates and Valuations	
s 246(3)	Power to request information orally or in writing to enable her or him to determine a person's eligibility for enrolment	Director- City Strategy and Integrity Manager- Governance Coordinator- Governance Coordinator- Rates and Valuations CFO	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 246(4)	Power to require information to be given in writing and signed by the person giving the information	Director- City Strategy and Integrity Manager- Governance Coordinator- Governance Coordinator- Rates and Valuations CFO	
s 247(3)	Power to decide whether address should be placed on voters' roll and to then take action accordingly	Director- City Strategy and Integrity Manager- Governance Coordinator- Governance Coordinator- Rates and Valuations CFO	
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	Director- City Strategy and Integrity Manager- Governance Coordinator- Governance Coordinator- Rates and Valuations CFO	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	Director- City Strategy and Integrity Manager- Governance Coordinator- Governance Coordinator- Rates and Valuations CFO	
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	Director- City Strategy and Integrity Manager- Governance Coordinator- Governance Coordinator- Rates and Valuations CFO	For the purposes of section 243
s 254(1)	Power to use the Council voters' roll for communicating or consulting the local community on the performance of the Council's functions	Director- City Strategy and Integrity Manager- Governance Coordinator- Governance Coordinator- Rates and Valuations CFO	Subject to section 254(2)(a) and (b)

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 254(2)	Duty to obtain undertaking	Director- City Strategy and Integrity Manager- Governance Coordinator- Governance Coordinator- Rates and Valuations CFO	
s 254(4)	Power to request the Victorian Electoral Commission to provide a copy of the voters' roll	Director- City Strategy and Integrity Manager- Governance Coordinator- Governance Coordinator- Rates and Valuations CFO	
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	Director- City Strategy and Integrity Manager- Governance Coordinator- Governance Coordinator- Rates and Valuations CFO	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 306(1)	Function of receiving election campaign donation return	Director- City Strategy and Integrity Manager- Governance Coordinator- Governance Governance Officer	
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)	Director- City Strategy and Integrity Manager- Governance	
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	Director- City Strategy and Integrity Manager- Governance Coordinator- Governance	
s 307(3)	Duty to ensure that a summary of the return is made available on the Council's Internet	Director- City Strategy and Integrity Manager- Governance Coordinator- Governance	
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	Director- City Strategy and Integrity Manager- Governance Coordinator- Governance	

LOCAL GOVERNMENT ACT 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 308(3)	Duty to ensure that a copy of an election campaign donation return is available for inspection at the Council's office for a period of 4 years from the date specified in section 360(1)	Director- City Strategy and Integrity Manager- Governance Coordinator- Governance	
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	Director- City Strategy and Integrity Manager- Governance Coordinator- Governance	
s 324(2)	Power to sign a certificate certifying any matter relating to the contents of any document kept by a Council	Director- City Strategy and Integrity	

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.13(4)	duty to enrol certain persons (where it appears that there are more than 2 owners)	Director- City Strategy and Integrity Chief Financial Officer Coordinator - Property Management	

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.13(5)	duty to give effect to request regarding enrolment on voters' roll	Director- City Strategy and Integrity Chief Financial Officer Coordinator - Property Management	
s.13(7)	duty to choose one rateable property in respect of which the ratepayer entitlement to be enrolled is to be exercised	Director- City Strategy and Integrity Chief Financial Officer Coordinator - Property Management	
s.15(6)	duty to notify the owner or joint owners that the Council has received an application under s.15(1)	Director- City Strategy and Integrity Chief Financial Officer Coordinator - Property Management	
s.17(1)	duty to enrol person on voters' roll unless belief of non-entitlement	Director- City Strategy and Integrity Chief Financial Officer Coordinator - Property Management	
s.17(2)(a)	duty to refuse to enrol person	Director- City Strategy and Integrity Chief Financial Officer Coordinator - Property Management	

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.17(2)(b)	duty to advise person of refusal to enrol in writing, and to give person the reason for the refusal	Director- City Strategy and Integrity Chief Financial Officer Coordinator - Property Management	
s.17(3)	power to request orally, or in writing, any person or corporation to provide information to enable determination of enrolment eligibility	Director- City Strategy and Integrity Chief Financial Officer Coordinator - Property Management	
s.17(4)	power to require information be given in writing and signed by the person giving the information	Director- City Strategy and Integrity Chief Financial Officer Coordinator - Property Management	
s.20(1)	power to determine request that address of person not be shown on voters' roll and notify person accordingly	Director- City Strategy and Integrity Chief Financial Officer Coordinator - Property Management	
s.20(3)	duty to prevent publication of a person's details on any voters' roll if it would place the person or their family at risk	Director- City Strategy and Integrity Chief Financial Officer Coordinator - Property Management	

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.20(4)	duty to notify the person in writing of a decision to grant or refuse a request under s. 20(1)	Director- City Strategy and Integrity Chief Financial Officer Coordinator - Property Management	
s.22(1)	function of being responsible for preparation of the voters' list of ratepayers and the maintenance of any records to facilitate preparation of an accurate and complete voters' list	Director- City Strategy and Integrity Chief Financial Officer Coordinator - Property Management	
s.22(2)	duty to prepare and supply voters' list of ratepayers to Registrar within 7 days of general election	Director- City Strategy and Integrity Chief Financial Officer Coordinator - Property Management	
s.23A(1)	duty to give a letter to a person or a corporation as specified	Director- City Strategy and Integrity Chief Financial Officer Coordinator - Property Management	
s.24(5)	duty to provide Registrar sufficient information to update exhibition roll in respect to ratepayer entitlements under ss.13 – 16	Director- City Strategy and Integrity Chief Financial Officer Coordinator - Property Management	
s.24(6)	duty to certify that voters' roll had been prepared in accordance with the Act	Not Delegated	

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.24A(2)	duty to obtain the approval of the Victorian Electoral Commission in certain circumstances	Director- City Strategy and Integrity Chief Financial Officer Coordinator - Property Management	
s.24B	duty to ensure voters' roll is available for public inspection	Director- City Strategy and Integrity Manager - Governance Coordinator - Governance	
s.24C(4)	power to provide voters' roll to any person or organisation, subject to the requirements in subsections (a)-(c)	Director- City Strategy and Integrity Manager - Governance Coordinator - Governance	
s.24C(7)	duty to forward a request for a 'permitted purpose' to the Information Commissioner	Director- City Strategy and Integrity Manager - Governance Coordinator - Governance	
s.24C(10)	duty to reject a request for a copy of the voters' roll to be used for a public interest purpose, if the Information does not approve the proposed use	Director- City Strategy and Integrity Manager - Governance Coordinator - Governance	

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.24C(12)	duty to not provide particulars of a person whose request to keep their address anonymous has been accepted	Director- City Strategy and Integrity Manager - Governance Chief Financial Officer Coordinator - Property Management Coordinator - Governance	
s.28(1B)	function of receiving notice of any change to any entitlement relating to enrolment of a Councillor	Not Delegated	
s.37(2)	duty to notify the Minister of decision to fill an extraordinary vacancy within 6 months before a general election, within 3 working days of the Council making the decision	Not Delegated	
s.38(1B)	duty to notify the Minister and the Victorian Electoral Commission that an extraordinary vacancy has occurred within 3 working days	Not Delegated	
s.62	function of receiving election campaign donation return	Director- City Strategy and Integrity Manager - Governance Coordinator - Governance	
s.62A(1)	duty to submit report to Minister specifying names of persons who were candidates in the election and those who submitted an election donation return within 14 days of election	Director- City Strategy and Integrity Manager - Governance Coordinator - Governance	

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.62A(2)	duty to ensure that a summary of each election campaign donation return to the CEO is published on Councils website within 14 days	Director- City Strategy and Integrity Manager - Governance Coordinator - Governance	
s.62A(2A)	duty to publish election campaign donation returns on Council's website	Director- City Strategy and Integrity Manager - Governance Coordinator - Governance	
s.62A(2C)	duty to ensure election campaign donation returns are published until entitlement date for the next general election	Director- City Strategy and Integrity Manager - Governance Coordinator - Governance	
s.62A(3)	duty to ensure election campaign donation return is available for inspection at Council offices	Director- City Strategy and Integrity Manager - Governance Coordinator - Governance	
ss.68A(1) & 69(1)(c)	function of receiving resignation from a Councillor	Not Delegated	
s.68A(4)	power to commence the holding of an election to fill extraordinary vacancy	Not Delegated	
s.72(1)(c)	function of receiving resignation from the Mayor	Not Delegated	
s.77(2)(c)	power to designate information to be 'confidential information' for the purposes of s.77	Manager- Governance Coordinator- Governance Governance Officer Senior Administration Officer	

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
ss.79(2)(a)(ii) & (3)	function of receiving advice of a conflict of interest of a Councillor or member of a special committee	Director- City Strategy and Integrity Manager - Governance Coordinator - Governance	
s.79(5)(a)	duty to keep written disclosures given to him or her under this section in a secure place for 3 years after the date the Councillor or member of a special committee who made the disclosure ceases to be Councillor or member of a committee	Director- City Strategy and Integrity Manager - Governance Coordinator - Governance	
s.79(5)(b)	duty to destroy the written disclosure when the 3 year period referred to in section 79(5)(a) has expired	Director- City Strategy and Integrity Manager - Governance Coordinator - Governance	
s.79(8)	duty to record a conflict of interest in the minutes of a meeting	Director- City Strategy and Integrity Manager - Governance Coordinator - Governance	
s.80(1)(b)	power to apply, in writing, to the Minister, after receiving written declarations of conflicts of interest from a majority of Councillors, for an exemption of those Councillors from any or all of the provisions of section 79	Not Delegated	
s.80(1A)	function of providing additional information regarding an application made under section 80(1)(b)	Director- City Strategy and Integrity Manager - Governance	

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.80A(1)	duty to ensure that at an assembly of Councillors, a written record is kept of the names of all Councillors and members of Council staff attending, the matters considered and any conflict of interest disclosures made by a Councillor attending under section 80A(3) and whether a Councillor who discloses a conflict leaves the assembly	Director - Corporate Services Director- City Strategy and Integrity Manager - Governance	
s.80A(2)(a)	duty to ensure a written record of an assembly of Councillors is reported at an ordinary meeting of the Council as soon as practicable	Director- City Strategy and Integrity Manager - Governance	
s.80A(2)(b)	duty to ensure a written record of an assembly of Councillors is incorporated in the minutes of that Council meeting as soon as practicable	Director- City Strategy and Integrity Manager - Governance Coordinator - Governance	
s.80B(2)(b)	duty to disclose type and nature of conflict of interest to the Mayor or the Council	Not Delegated	
s.80B(2)(c)	function of receiving written disclosure of conflict of interest from staff member	All Directors Manager - Governance Coordinator - Governance	
s.81(1)	power to nominate a 'nominated officer'	Not Delegated	
s.81(2)	function of receiving a primary return from a Councillor or a member of a special committee	Director- City Strategy and Integrity Manager - Governance	
s.81(4)	function of receiving a primary return from a nominated person	Director- City Strategy and Integrity Manager - Governance	

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.81(5)	function of receiving an ordinary return from a Councillor, member of a special committee or a nominated officer	Director- City Strategy and Integrity Manager - Governance Coordinator - Governance	
s.81(9)	duty to maintain a register of the interests of Councillors, members of special committees and nominated officers	Director- City Strategy and Integrity Manager - Governance Coordinator - Governance	
s.81(10)	duty to allow a person to inspect the register following a written request to the Chief Executive Officer	Director- City Strategy and Integrity Manager - Governance Coordinator - Governance	
s.81(12)	duty to take all reasonable steps to ensure that only persons who made written applications may inspect the register	Director- City Strategy and Integrity Manager - Governance Coordinator - Governance	
s.81(13A)	duty to maintain a record of the names of persons who have inspected the register of interests under section 81(10)	Director- City Strategy and Integrity Manager - Governance Coordinator - Governance	
s.81(16)	duty to remove all the returns submitted by a Councillor or a member of a special committee or a nominated officer from the register, as soon as practicable after a person ceases to hold that position	Director- City Strategy and Integrity Manager - Governance Coordinator - Governance	
s.81Y	duty to appoint, in writing, a Principal Conduct Officer	Not Delegated	

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.84(3)	duty to call the special meeting as specified in a notice or resolution	Not Delegated	
s.84A	power to call a special meeting within 14 days after the results of a general election are publicly declared	Not Delegated	
s.85(1)	power to require all Councillors to attend a call of the Council meeting if a quorum cannot be formed or maintained	Not Delegated	
s.85(4)	duty to immediately advise the Minister if a Councillor does not remain at or attend a call of the Council meeting within 30 minutes after the fixed time	Director- City Strategy and Integrity Manager - Governance	
s.94A(2)	power to appoint members of Council staff to enable the statutory functions of Council or the Chief Executive Officer to be carried-out	Not Delegated	
s.94A(3)	Power to approve the filling of vacancies or the creation, reclassification, or abolition of positions within budget	All Directors All Managers All Coordinators	
s.94A(3)	Power to fix salaries for vacant positions	All Directors All Managers	

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.94A(3)	Power to approve the appointment, engagement or promotion of full time, part time and casual staff	All Directors All Managers All Coordinators	Coordinators can approve Comensura Orders and booking extensions of casual staff. Coordinators can approve recruitment and appointment decisions to vacant established positions in line with the Recruitment Policy. Coordinators are responsible for approving Comensura orders and booking extensions up to \$25,000.
s.94A(3)	Power to approve position descriptions	All Directors All Managers All Coordinators	
s.94A(3)	Power to create or approve creation of new positions	All Directors	
s.94A(3)	Power to conduct of disciplinary action under relevant awards and policies	All Directors All Managers All Coordinators	
s.94A(3)	Power to terminate or suspend the employment of, or to suspend from duty, a member of Council staff	All Directors	In consultation with the Chief Executive Officer
s.94A(3)	Power to conduct interviews for staff annual review	All Directors All Managers All Coordinators All Staff with Supervisory Responsibilities	

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.94A(3)	Power to authorise sick, annual and family leave	All Directors All Managers All Coordinators All Staff with Supervisory Responsibilities	
s.94A(3)	Power to approve long service leave and compassionate leave	All Directors All Managers All Coordinators Team Leader School Crossings	
s.94A(3)	Power to authorise all forms of study and training leave and educational assistance	All Directors All Managers All Coordinators	
s.94A(3)	Power to approve leave without pay	All Directors All Managers	
s.94A(3)	Power to authorise time sheets, higher duties, time-in-lieu, overtime and travel expense claims	All Directors All Managers All Coordinators All Staff with Supervisory Responsibilities	
s.94A(3)	Power to approve attendance at conferences and seminars	All Directors All Managers All Coordinators	

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.94A(3)	Power to approve attendance at training programs	All Directors All Managers All Coordinators All Staff with Supervisory Responsibilities	
s.94A(3)	Power to give approval for officers to travel	All Directors All Managers	
s.94A(3)	Power to approve travel accommodation	All Directors All Managers	
s.94A(3)	Power to sign Notice of Injury and Work Injury Form.	All Directors All Managers Principal - People & Culture Partnerships Risk, Health, Safety & Wellbeing Lead Injury Management Business Partner	

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.94A(3)	Power to approve claims under WorkCover excess	Executive Manager – Strategy, People and Culture Principal - People & Culture Partnerships Risk, Health, Safety & Wellbeing Lead Injury Management Business Partner	
s.94A(3)	Power to approve expenses relating to an approved course of study.	All Directors All Managers	
s.94A(3)	Power to approve staff engaging in other employment	All Directors All Managers	
s.94A(3)	Power to determine acceptance or denial of liability in the event of a WorkCover claim	All Directors	
s.94A(3)	Power to sign Letter of Acceptance of Resignation	All Directors All Managers Principal - People & Culture Partnerships People Experience Lead Senior Human Resources Business Partner Human Resources Business Partner	

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.94A(3)	Power to provide statement of service on Council letterhead	All Directors All Managers Payroll Lead Senior Payroll Officer Principal - People & Culture Partnerships People Experience Lead Senior Human Resources Business Partner Human Resources Business Partner	
s.94A(3)	Power to authorise access to a staff member's personal file	Executive Manager –Strategy, People and Culture Principal - People & Culture Partnerships Partnerships Lead People Experience Lead	
s.94A(3A)	responsibility for appointing, directing, managing and dismissing Council staff and for all other issues relating to Council staff	All Directors All Managers All Coordinators All Staff with Supervisory Responsibilities	Appointments must be in accordance with the recruitment policy, Staff dismissals require consultation and approval of the Chief Executive Officer

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.94A(3)(3A)	responsibility for managing interactions between Council staff and Councillors, including by ensuring that appropriate policies, practices and protocols are in place defining appropriate arrangements for interaction between Council staff and Councillors	All Directors All Managers Coordinator - Governance	
s.94B(1)	power to appoint a senior officer	All Directors	Subject to prescribe notice requirements. Notice requirements do not apply when appointing an acting senior officer for a period of less than 12 months (s.94B(2))
s.94B(3)	duty to ensure that a person who has filled a senior officer's position on an acting basis for 12 months is not remunerated in any way for anything the person does in respect of that position after that 12 month period (unless subsection (1) applies).	All Directors	
s.94D	duty to give Council staff an opportunity to apply for any vacant permanent full-time Council staff position	All Directors All Managers All Coordinators All Staff with Supervisory Responsibilities	
s.95AA(1)	duty to develop and implement a code of conduct for Council staff in accordance with 'any matters which are prescribed for the purposes of this section' (s 95AA(2))	Executive Manager – Strategy, People and Culture Principal – People & Culture Partnerships	
s.95AA(3)	duty to ensure members of Council staff have access to the code of conduct for Council staff	Executive Manager – Strategy, People and Culture Principal – People & Culture Partnerships	

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.95B(5)	duty to comply with a notice under section 95B(3)(b)	Executive Manager – Strategy, People and Culture Principal – People & Culture Partnerships	
s.95B(6)	duty to employ a person on an acting basis where the Council or the Chief Executive officer is forbidden to fill a vacancy by a notice	Relevant Director	
s.97A(2)	duty to review the performance of every senior officer at least once each year	All Directors All Managers	
s.105	duty to advise the mayor, and a closed meeting of the Council, of a complaint about the conduct of the CEO, or upon the initiation of any court or tribunal proceedings against the CEO	Director- City Strategy and Integrity	
s.106(1)	power to appoint a probity auditor in relation to a complaint referred to in s. 105	Director- City Strategy and Integrity	
s.106(2)	duty to immediately advise the Mayor of the probity auditor's appointment	Director- City Strategy and Integrity	
s.107(3)	duty to advise closed Council meeting that probity auditor has been appointed by the Secretary	Director- City Strategy and Integrity	
s.108(4)	function of receiving report that a Councillor or member of staff have refused to comply with probity auditor's request to produce a document, provide information or provide assistance.	Director- City Strategy and Integrity	
s.109(3)	function of receiving probity officer's report	Director- City Strategy and Integrity	

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.132(5)(b)	duty to certify Council performance statement and financial statements	Not Delegated	The CEO must certify: the performance statement pursuant to r 18(1)(a) of the <i>Local Government (Planning and Reporting) Regulations 2014 (Reporting Regulations)</i> , and; the financial statements pursuant to r 21(1)(a) of the Reporting Regulations
s.138	duty to give quarterly statements at a Council meeting that is open to the public	Director- City Strategy and Integrity Chief Financial Officer	
s.181G	duty to ensure that quarterly statement prepared under section 138 of <i>Local Government Act 1989</i> includes relevant details of environmental upgrades and charges	Director- City Strategy and Integrity Chief Financial Officer	
s.219(12)	duty to summon a Council meeting within 14 days after the public declaration of the election result	Director- City Strategy and Integrity Manager - Governance Coordinator - Governance	
s.229(2)(b)	function of receiving an application for a land information certificate	Director- City Strategy and Integrity Chief Financial Officer Coordinator - Property Management Coordinator Rates and Valuations	
s. 230	function of receiving notice in relation to the disposition of any land	Director- City Strategy and Integrity Chief Financial Officer Coordinator - Property Management Coordinator Rates and Valuations	
s.231	function of receiving notice in relation to the acquisition of any land	Director- City Strategy and Integrity Chief Financial Officer Coordinator - Property Management Coordinator Rates and Valuations	The CEO is the prescribed person pursuant to r 15(1)(b) of the <i>Local Government (General) Regulations 2015</i>

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.242(2)	power to sign a certificate certifying any matter relating to the contents of any document kept by a Council	Not Delegated	
cl.14(1) Sch 3	function of receiving returning officer's report	Director- City Strategy and Integrity Manager - Governance Coordinator - Governance	
cl.14(3) Sch 3	duty to ensure that the returning officer's report is submitted to the Council at the earliest meeting of Council that is practicable	Director- City Strategy and Integrity Manager - Governance Coordinator - Governance	
cl.7A(1)(a) Sch 3A	function of receiving notice of failure of the countback or the returning officer's failure to fill an extraordinary vacancy	Director- City Strategy and Integrity Manager - Governance Coordinator - Governance	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.140	power to certify copies of instruments, documents, maps or plans under this Act	Director City Strategy and Integrity Manager – City Planning & Building Coordinator - Planning	where the Council is the relevant responsible authority
s.141	power to provide evidentiary statement pertaining to land use and permits under this Act	Director City Strategy and Integrity Manager – City Planning & Building Coordinator - Planning	where the Council is the relevant responsible authority
s.143	power to provide evidentiary statement pertaining to s 173 agreements under this Act	Director City Strategy and Integrity Manager – City Planning & Building	where the Council is the relevant responsible authority

PUBLIC HEALTH AND WELLBEING ACT 2008			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.226(2)	power to sign evidentiary certificates under this Act	Director – City Strategy and Integrity Manager – City Safety & Health Coordinator – Health Services	

PUBLIC INTEREST DISCLOSURES ACT 2012			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.12(2)	Function of receiving a disclosure	Director – City Strategy and Integrity Director City Centre Manager – Governance	

ROOMING HOUSE OPERATORS ACT 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s. 4	function of liaising with Business Licencing Authority	Director – City Strategy and Integrity Manager – City Safety & Health Coordinator – Health Services	
s.15(1)	duty to provide information to Business Licencing Authority on request	Director – City Strategy and Integrity Manager – City Safety & Health Coordinator – Health Services	
s.15(2)	duty to give a report to Business Licencing Authority on inquiries made in response to request under s.15(1)	Director – City Strategy and Integrity Manager – City Safety & Health Coordinator – Health Services	
s.24(2)	duty to give a report to Business Licencing Authority on inquiries made in response to request under s.24(1)	Director – City Strategy and Integrity Manager – City Safety & Health Coordinator – Health Services	

SHERIFF ACT 2009			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s. 54	power to exempt Council from providing information to the Sheriff otherwise authorised by a warrant if exceptional circumstances apply	Director- City Strategy and Integrity Manager - Governance	

VALUATION OF LAND ACT 1960			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 3(5)(ba)	Power to request valuations of land	Director- City Strategy and Integrity Manager Strategic Procurement and Property Coordinator – Property Management Senior Property Officer	

VICTORIAN DATA SHARING ACT 2017			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & 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	Director- City Strategy and Integrity	
s.11(1)	function of receiving a written notice to provide information about council's data holding	Director- City Strategy and Integrity	
s.15(1)	power to disclose identifiable data to the Chief Data Officer in response to a request under s 8	Director- City Strategy and Integrity	in accordance with s 5
s.15(2)	power to disclose identifiable data to a data analytics body for the purpose of data integration	Director- City Strategy and Integrity	in accordance with s 5
s.21	duty to inform the Chief Data Officer of the secrecy provisions which apply to the disclosed data	Director- City Strategy and Integrity	where the CEO is aware of secrecy provisions that apply to data that they have disclosed in accordance with this Act

VICTORIAN INSPECTORATE ACT 2011			
Column 1	Column 2		Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.87(2)	function of responding to adverse material the Victorian Inspectorate intends to include in a report	Director- City Strategy and Integrity Manager - Governance	
s.91(2)	function of responding to adverse material the Victorian Inspectorate intends to include in annual report	Director- City Strategy and Integrity Manager - Governance	

LOCAL GOVERNMENT (ELECTORAL) REGULATIONS 2016			
Column 1	Column 2		Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.15(1)	duty to provide details of a person's entitlement to be enrolled as a ratepayer on the voters' roll	Director- City Strategy and Integrity Manager - Governance Chief Financial Officer Coordinator- Rates and Valuations Coordinator - Governance	
r.15(2)	Power to exchange relevant information to enrolment entitlements with the VEC	Director- City Strategy and Integrity Manager - Governance Chief Financial Officer Coordinator- Rates and Valuations Coordinator - Governance	
r.18	duty to maintain a list of silent voters	Director- City Strategy and Integrity Chief Financial Officer Coordinator- Rates and Valuations	
r.19	duty to ensure that only authorised persons have access to details of silent voters	Director- City Strategy and Integrity Chief Financial Officer Coordinator- Rates and Valuations	
r. 33	Duty to cause the Local Government Candidate Training to be conducted	Director- City Strategy and Integrity Manager - Governance	

LOCAL GOVERNMENT (ELECTORAL) REGULATIONS 2016			
Column 1	Column 2		Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r. 35	Duty to keep a register of attendance	Director- City Strategy and Integrity Manager - Governance Coordinator - Governance	
r. 36(2)	Duty to comply with notice under subsection (1)	Director- City Strategy and Integrity Manager - Governance Coordinator - Governance	
r. 83	Duty to submit report on election received by VEC to Council	Director- City Strategy and Integrity Manager - Governance Coordinator - Governance	

GOVERNANCE RULES 2020			
Column 1	Column 2		Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Chapter 2 Rule 12.1.1	Maintain a schedule of Council's Meetings on Council's website	Director- City Strategy and Integrity All Governance Staff	
Chapter 2 Rule 12.1.2	Publish Agendas on Council's website in accordance with Rule 17.	Director- City Strategy and Integrity All Governance Staff	
Chapter 2 Rule 17.1	Determine the Agenda and order of business for a Council meeting	Director- City Strategy and Integrity Manager- Governance Coordinator- Governance	Having regard to advice provided by the Mayor
Chapter 2 Rule 17.2	Send or communicate electronically to every Councillor the Agenda for a Meeting	Director- City Strategy and Integrity All Governance Staff	
Chapter 2 Rule 17.4	Prepare and circulate a supplementary report for inclusion in a Revised Agenda.	Director- City Strategy and Integrity Manager Governance	Subject to approval of the Mayor or Chair of a delegated Committee
Chapter 2 Rule 18.1.2	Withdraw an Officer's Report from the order of business for a meeting	Director- City Strategy and Integrity Manager Governance	
Chapter 2 Rule 22.1	Receive a Notice of Motion	Director- City Strategy and Integrity Manager- Governance Coordinator- Governance	
Chapter 2 Rule 22.4.1	Provide advice to the Councillors consistent with Rule 71 and provide the Councillors with an opportunity to amend their Notice of Motion.	All Directors Manager- Governance Coordinator- Governance	
Chapter 2 Rule 22.4.2	Include a Notice of Motion in the Agenda for the Council Meeting or distribute a copy of the Notice of Motion to all Councillors and publish the Notice of Motion on the Council website.	Director- City Strategy and Integrity Manager- Governance Coordinator- Governance	Subject to the notice being received in accordance with Clause 22.1

GOVERNANCE RULES 2020			
Column 1	Column 2		Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Chapter 2 Rule 22.9.1	Reject a Notice of Motion which is vague or unclear in intention or is contrary to the requirements of the Governance Framework.	Director- City Strategy and Integrity Manager- Governance	
Chapter 2 Rule 22.10	Cause all Notices of Motion to be numbered, dated and entered in the Notice of Motion Register in the order they were received.	Director- City Strategy and Integrity All Governance Staff	
Chapter 2 Rule 43.4	Defer implementing a resolution which is the subject of a Notice of Rescission which has been delivered to the Chief Executive Officer.	All Directors	
Chapter 2 Rule 43.5.1	Advise Councillors of any Notice of Rescission delivered under this Clause within 24 hours of receiving it.	All Directors Manager- Governance Coordinator- Governance	
Chapter 2 Rule 43.5.2	List a valid Notice of Rescission on the Agenda of the next Council Meeting.	Director- City Strategy and Integrity All Governance Staff	
Chapter 2 Rule 60.3.1	Record the name of Councillors voting in the affirmative of a Division	Director- City Strategy and Integrity All Governance Staff	
Chapter 2 Rule 60.3.2	Record the name of Councillors voting in the negative of a Division	Director- City Strategy and Integrity All Governance Staff	
Chapter 2 Rule 60.3.3	Record the name of Councillors who abstained in voting in a Division	Director- City Strategy and Integrity All Governance Staff	
Chapter 2 Rule 64.1	Keep Minutes of each Council Meeting	Director- City Strategy and Integrity All Governance Staff	
Chapter 2 Rule 64.2.1	Publish the Minutes of a Council Meeting on Council's website	Director- City Strategy and Integrity All Governance Staff	

GOVERNANCE RULES 2020			
Column 1	Column 2		Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Chapter 2 Rule 64.2.2	Make the Minutes of a Council Meeting available for inspection at Council's office during normal business hours.	Director- City Strategy and Integrity All Governance Staff	
Chapter 2 Rule 68	Remove a person who acts in breach of Chapter 2 and is ordered to be removed from the Gallery by the Chairperson.	All Directors Manager- Governance Coordinator- Governance	Upon instruction from the Chairperson
Chapter 2 Rule 71.1	Participate in the Council Meeting to provide support to the Chairperson.	All Directors Manager- Governance Coordinator- Governance Governance Officer	
Chapter 2 Rule 71.2.1	Immediately advise to the best of their knowledge if a proposed resolution or action is contrary to law.	All Directors Manager- Governance Coordinator- Governance Governance Officer	
Chapter 2 Rule 71.2.2	Advise if there are operational, financial or risk implications arising from a proposed resolution.	All Directors Manager- Governance Coordinator- Governance Governance Officer	
Chapter 2 Rule 71.2.3	Help clarify the intent of any unclear Resolution to facilitate implementation.	All Directors Manager- Governance Coordinator- Governance Governance Officer	
Chapter 2 Rule 71.2.4	Assist with procedural issues which may arise.	Director- City Strategy and Integrity Manager- Governance Coordinator- Governance Governance Officer	
Chapter 5 Rule 8.1	Receive a written notice from a member of Council staff disclosing a conflict of interest	Director- City Strategy and Integrity Manager- Governance Coordinator- Governance	

GOVERNANCE RULES 2020			
Column 1	Column 2		Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Chapter 5 Rule 9.2	Ensure the Minutes of a Meeting record the fact that a member of Council staff disclosed a conflict of interest.	Director- City Strategy and Integrity All Governance Staff	
Chapter 5 Rule 13.1	Record all Conflicts of Interest disclosed during a Council Meeting in the Minutes of the Meeting	Director- City Strategy and Integrity All Governance Staff	
Chapter 5 Rule 13.2	Maintain a Conflict of Interest Register which will be made available for inspection on request.	Director- City Strategy and Integrity All Governance Staff	
Chapter 5 Rule 13.3	Retain all written notices received under this Chapter for a period of 3 years.	Director- City Strategy and Integrity All Governance Staff	
Chapter 6 Rule 1.1	Ensure a written record is kept of a meeting	All Staff	
Chapter 6 Rule 2.1	Designate information as confidential and advise Councillors and/or members of Council staff in writing accordingly.	Director- City Strategy and Integrity Manager- Governance Coordinator- Governance Governance Officer	