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Instrument of Delegation

CEO Powers, Duties and Functions

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 3 May 2026 and executed by the CEO 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 4, and in the Schedule; and

4. declare that the delegate must not determine the issue, take the action or do the act or thing if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation.

5. 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;
   - Lead;
   - Head of staff in People, Culture & Development with the titles:
     - Head of Health, Safety and Wellbeing; or
     - Head of Organisational Development;
     - Head of Workplace Relations
     - Head of People Experience;
       or
     - Head of Health, Safety & Wellbeing.

   All Directors Means the following:

   - Director City Liveability;
   - Director Infrastructure;
   - Director Connected Communities;
   - Director Customer & Performance;
   - Chief Financial Officer;

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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
All Managers	Means the following: • Manager City Planning & Building; • Manager City Futures • Manager City Safety & Health • Manager City Projects • Manager Community Strengthening • Manager Early Years • Manager Community Access & Support • Manager Active & Creative Communities • Manager Governance & Risk • Manager Customer & Communications • Chief Information Officer Chief People Officer • Manager Strategic Infrastructure • Manager Green Spaces and Environment • Manager Engineering Services and Operations • Manager Strategic Procurement & Property • Manager Strategy & Transformation • Manager Transformation • Manager Transformation and Change • Manager Branch Services • Manager Major Projects and Facilities
All Governance Staff	Means the following: • Manager Governance & Risk • Head of Governance • Policy and Integrity Advisor • Governance Officer • Senior Administrative Officer (Governance) • Administration Officer (Governance)

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Instrument of Delegation

CEO Powers, Duties and Functions

This instrument of delegation is made by the Chief Executive Officer, Mr Bruce Dobson, under authority of an instrument of delegation authorised by Resolution of Council made on 13 October 2025 and executed by signature on 15 October 2025.

Signed by the Chief Executive Officer of Council	Bruce Dobson
Dated	12/10/2026 | 19:50:43 AEDT
in the presence of: Witnessed by:	
Name of the Witness	Sue Posch

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CHILD WELLBEING AND SAFETY ACT 2005			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**COMMENTS**
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 Early Years Coordinator Early Years, Health & Wellbeing	
s 45	Duty to send a copy of a birth notice to a nurse or the secretary	Director Connected Communities Manager Early Years Coordinator Early Years, Health & Wellbeing	
s 46K(1)(g)	Power to authorise, in writing, a person employed or engaged by council, in relation to childhood services implementation or policy, as a child link user	Director Connected Communities	
s 46K(1)(h)	Power to authorise, in writing, a nurse employed or engaged by council, to provide maternal and child health programs for a maternal and child health service, as a child link user	Director Connected Communities	
S46N	Duty to notify the Secretary, if there is reasonable belief that the person authorised under s46K has ceased (a) to be a registered teacher and (b) hold a current Working With Children clearance under the Worker Screening Act 2020	Director Connected Communities Manager Early Years Coordinator Early Years Health & Wellbeing Head of People Experience	

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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 Liveability 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 Liveability Manager City Safety & Health	Delegates cannot nominate themselves
s 74E(3)(d)	Function Of Receiving A Copy Of Any Orders Made By Governor In Council Under This Section	Director City Liveability Manager City Safety & Health	

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 Liveability Director Infrastructure	Where Council is a 'specified agency'

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EMERGENCY SERVICES AND VOLUNTEERS FUND 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	Director City Liveability Chief Financial Officer Coordinator Property Management Manager Strategic Procurement & Property Property Officer	s66 does not apply if the disclosure is permitted by, or is necessary for the administration of, this Act
s 68(1)(b)	Power to authorise the secondary disclosure of information obtained under, or in relation to the administration of, this Act	Director City Liveability Chief Financial Officer Coordinator Property Management Manager Strategic Procurement & Property Property Officer	

FOOD ACT 1984			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition.	Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Prosecutions Coordinator	If s 19(1) applies Where the CEO is the registration authority.
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable.	Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Prosecutions Coordinator	If s 19(1) applies Where the CEO is the registration authority.
s 19(2)(c)	Power to direct by written order that any applicable requirement of the Food Safety Standards referred to in s 19(1)(d) is complied with.	Director City Liveability Manager City Safety & Health Coordinator Health Services	If s 19(1) applies Where the CEO is the registration authority.

		Team Leader Environmental Health Prosecutions Coordinator	
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process.	Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Prosecutions Coordinator	If s 19(1) applies Where the CEO is the registration authority.
s 19(4)(a)	Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, (ia) displayed at any point of sale, (ib) be published on the food business's Internet site and (ii) inform the public by notice in a published newspaper, on the Internet site or otherwise.	Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Prosecutions Coordinator	If s 19(1) applies Where the CEO is the registration authority.
s 19(6)(a)	Duty to revoke any order under s 19 if satisfied that an order has been complied with.	Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Prosecutions Coordinator	If s 19(1) applies Where the CEO is the registration authority.
s 19(6)(b)	Duty to give written notice of revocation under s 19(6)(a) if satisfied that an order has been complied with.	Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Prosecutions Coordinator	If s 19(1) applies Where the CEO is the registration authority.
s 19AA(2)	Power to direct, by written order, that a relevant person must take any of the actions described in (a)-(c).	Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Prosecutions Coordinator	Where the CEO is the registration authority.
s 19AA(4)(c)	Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a relevant person must ensure that any food or class of food is not removed from the premises.	Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Prosecutions Coordinator	

s 19AA(7)	Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with.		Where the CEO is the registration authority.
s 50AB	Function of signing a certificate under this Act	Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Prosecutions Coordinator	

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FREEDOM OF INFORMATION ACT 1982			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 6W(4)	Duty to ensure that all officers and employees are informed about the requirements of the professional standards	Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer	
s 8(2)	Duty to make certain documents available for inspection and purchase	Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor 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 Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer	
s 8(5)	Duty to cause the fact of the existence of a document to be published.	Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer	
s 61E	Duty to co-operate with the Information Commissioner in dealing with a complaint	Director Customer & Performance Manager Governance & Risk	
s 61G	Function of consulting with the Information Commissioner	Director Customer & Performance Manager Governance & Risk	

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FREEDOM OF INFORMATION ACT 1982			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 61GA(1)(a)	Function of processing or identifying a reasonable sample of the documents upon notice from the Information Commissioner	Director Customer & Performance Manager Governance & Risk	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 Customer & Performance Manager Governance & Risk	Where the Information Commissioner believes that an agency, principal officer or Minister has failed to undertake an adequate search for documents that relate to a decision
s 61GA(2)	Duty to comply with requests under s 61GA(1) within the reasonable time stated in Information Commissioner's notice, being not less than 10 business days	Director Customer & Performance Manager Governance & Risk	
s 61GA(3)	Power to apply for extension	Director Customer & Performance Manager Governance & Risk	
s 61H	Power to reach an agreement with a complaint	Director Customer & Performance Manager Governance & Risk	
s 61I(2)	Power to make submissions in relation to a complaint	Director Customer & Performance Manager Governance & Risk	
s 61L(5)	Power to comment on and response to a draft recommendation or draft comment	Director Customer & Performance Manager Governance & Risk	
s 61R(4)	Power to respond to adverse material	Director Customer & Performance Manager Governance & Risk	

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FREEDOM OF INFORMATION ACT 1982			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 63BA(1)	Power to apply to the Supreme Court for a determination	Director Customer & Performance Manager Governance & Risk	
s 63BA(4)(a)	Power to make an application	Director Customer & Performance Manager Governance & Risk	
s 63E(3)(b)	Power to give written consent to a disclosure	Director Customer & Performance Manager Governance & Risk	
s 64B	Duty to give the Information Commissioner any information referred to in s 64(2)	Director Customer & Performance Manager Governance & Risk	

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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 Customer & Performance Manager Governance & Risk	
s 57	Power to notify IBAC of any matter believed to constitute corrupt conduct	Director Customer & Performance Manager Governance & Risk	subject to any exemption notices issued under s.57B
s 57A(5)	Duty to comply with Directions made by IBAC under s.57A	Director Customer & Performance Manager Governance & Risk	
s 59D(2)	Duty to comply with request by IBAC under s.59D for relevant information	Director Customer & Performance Manager Governance & Risk	
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 Customer & Performance Manager Governance & Risk	
s 159	Power of receiving IBAC recommendations about the action to be taken following an IBAC investigation	Director Customer & Performance Manager Governance & Risk	
s 162(2)	Power of receiving and responding to an IBAC special report that includes matters pertaining to Council	Director Customer & Performance Manager Governance & Risk	
s 163(3)	Power of receiving written information about the commencement, conduct or results of an IBAC investigation pertaining to Council	Director Customer & Performance Manager Governance & Risk	
s 165(2)	Power of receiving and responding to IBAC material that includes matters pertaining to Council, to be published in the IBAC annual report	Director Customer & Performance Manager Governance & Risk	

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LOCAL GOVERNMENT ACT 2020			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s27A(5)(a)	Duty to ensure that the Mayoral training is available to be taken within the relevant period as per s 27A(1)	Director Customer & Performance Manager Governance & Risk Head of Governance	Provision commences on 26 October 2024.
s27A(5)(b)	Duty to provide reasonable assistance to a Mayor, Deputy Mayor or Acting Mayor to enable them to access the Mayoral training	Director Customer & Performance Manager Governance & Risk Head of Governance	Provision commences on 26 October 2024.
s 32(4)(a)	Duty to ensure that the Councillor induction training is available to be taken by a Councillor from the day the Councillor takes the oath or affirmation of office	Director Customer & Performance Manager Governance & Risk Head of Governance	
s 32(4)(b)	Duty to provide reasonable assistance to a Councillor to enable them to access the Councillor induction training	Director Customer & Performance Manager Governance & Risk Head of Governance	
s33A(5)(a)	Duty to ensure that the Councillor professional development training is available to be undertaken annually within the relevant period	Director Customer & Performance Manager Governance & Risk Head of Governance	Provision commences on 26 October 2024.
S33A(5)(b)	Duty to provide reasonable assistance to a Councillor to enable them to access the professional development training	Director Customer & Performance Manager Governance & Risk Head of Governance	Provision commences on 26 October 2024.
s 46(1)(a)	Function of supporting the Mayor and the Councillors in the performance of their roles	All Staff	
s 46(1)(b)	Function of ensuring the effective and efficient management of the day to day operations of the Council	All Staff	
s 46(3)(a)	Duty of establishing and maintaining an organisational structure for the Council	All Directors All Managers Chief People Officer	

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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	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 Recruiting and Selecting for Excellence 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	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 Recruiting and Selecting for Excellence policy.
s 46(3)(b)	Power to fix salaries for vacant positions	All Directors	
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	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

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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 position descriptions	All Directors All Managers All Coordinators	
s 46(3)(b)	Power to create or approve creation of new positions	All Directors	
s 46(3)(b)	Power to conduct disciplinary action under relevant policies	All Directors All Managers All Coordinators	
s 46(3)(b)	Power to terminate or suspend the employment of, or to suspend from duty, a member of Council staff	Chief Executive Officer	
s 46(3)(b)	Power to conduct interviews for staff annual review	All Directors All Managers All Coordinators All Staff with Supervisory Responsibilities	
s 46(3)(b)	Power to authorise sick, annual and family leave	All Directors All Managers All Coordinators All Staff with Supervisory Responsibilities	
s 46(3)(b)	Power to approve long service leave and compassionate leave	All Directors All Managers All Coordinators	
s 46(3)(b)	Power to authorise all forms of study and training leave and educational assistance	All Directors All Managers All Coordinators	
s 46(3)(b)	Power to approve leave without pay	All Directors All Managers	

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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 time sheets, higher duties, time-in-lieu, overtime and travel expense claims	All Directors All Managers All Coordinators All Staff with Supervisory Responsibilities	
s 46(3)(b)	Power to approve attendance at conferences and seminars by staff	All Directors All Managers All Coordinators	
s 46(3)(b)	Power to approve attendance at training programs by staff	All Directors All Managers All Coordinators	
s 46(3)(b)	Power to give approval for staff to travel	All Directors All Managers	
s 46(3)(b)	Power to approve travel accommodation for staff	All Directors All Managers	
s 46(3)(b)	Power to sign Notice of Injury and Work Injury Form	All Directors All Managers Chief People Officer Head of Health, Safety and Wellbeing Injury Management & Wellbeing Business Partner	
s 46(3)(b)	Power to approve claims under WorkCover excess	Chief People Officer Head of Health, Safety and Wellbeing Injury Management & Wellbeing Business Partner	
s 46(3)(b)	Power to approve expenses relating to an approved course of study for staff	All Directors All Managers	
s 46(3)(b)	Power to approve staff engaging in other employment	All Directors	

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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 Chief People Officer Head of People Experience Senior People Experience Partner People Experience Partner	
s 46(3)(b)	Power to provide references and statements of service on Council letterhead	All Directors All Managers Payroll Lead Senior Payroll Officer Chief People Officer Head of People Experience Senior People Experience Partner People Experience Partner	References may only be approved by Directors and Managers.
s 46(3)(b)	Power to authorise access to a staff member's personal file	Chief People Officer Head of People Experience	
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	Director Customer & Performance Chief People Officer Head of People Experience Head of Organisational Development Organisational Development Specialist Senior People Experience Partner People Experience Partner	
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 Chief People Officer Head of Workplace Relations Head of People Experience	

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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 Chief People Officer Head of People Experience Head of Workplace Relations Workplace Relations Specialist	
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 Chief People Officer Head of People Experience Head of Organisational Development Organisational Development Specialist	
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 Chief People Officer Head of Organisational Development	
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 Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor 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	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

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LOCAL GOVERNMENT ACT 2020			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 48(2)	Duty to adopt and maintain a recruitment policy addressing the matters listed in s 48(2)	Chief People Officer	
s 49(1)	Duty to develop and implement a code of conduct for members of Council staff	Chief People Officer	
s 49(4)	Duty to ensure that members of Council staff have access to the code of conduct for members of Council staff	Chief People Officer	
s 54(6)	Duty to ensure the preparation and maintenance of agendas, minutes and reports of the Audit and Risk Committee	Director Customer and Performance Manager Governance & Risk Head of Risk and Assurance Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance Department) Administration Officer (Governance Department)	
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 Customer and Performance Manager Governance & Risk Chief Financial Officer	
s 105	Power to designate a person as a Principal Accounting officer	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	All Directors All Managers	

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LOCAL GOVERNMENT ACT 2020			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 121	Function of receiving application for land information certificate	Chief Financial Officer Coordinator Finance Operations Coordinator Property Management Property Officer Coordinator Rates & Valuations Manager Strategic Procurement & Property	
s 122	Function of receiving acquisition notice	Chief Financial Officer Coordinator Finance Operations Coordinator Property Management Property Officer Coordinator Rates & Valuations Manager Strategic Procurement & Property	See prescribed information under r 7 of the Local Government (Land Information) Regulations 2021
s 130(7)	Duty to notify the Chief Municipal Inspector as soon as practicable after the Chief Executive Officer becomes aware that a relevant person, who is a member of Council staff, has failed to disclose a conflict of interest	All Directors Manager Governance & Risk Head of Governance	
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 & Risk Head of Governance	
s 132(1)	Power to nominate a 'nominated officer'	Not Delegated	
s 133	Function of receiving an initial personal interests return	Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer	

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LOCAL GOVERNMENT ACT 2020			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 134	Function of receiving a biannual personal interests return	Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor 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 Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor	
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 Customer & Performance Manager Governance & Risk	
s 136(1)	Duty to ensure that personal interests return are kept in accordance with the Public Records Act 1973	Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer	
s 136(2)	Duty to ensure that only the 'specified persons' have access to or can inspect a personal interests return	Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer	
s 150(1)	Duty to appoint the Councillor Conduct Officer and notify the Principal Councillor Conduct Registrar of the appointment	Director Customer & Performance	
s 230(16)	Duty to summon a Council Meeting within 14 days after the public declaration of the election result	Not Delegated	
s 240(10)	Duty to send notice	Chief Financial Officer Coordinator Rates & Valuations	

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LOCAL GOVERNMENT ACT 2020			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 240(11)	Duty to send notice	Chief Financial Officer Coordinator Rates & Valuations	
s 240(12)	Duty to send notice	Chief Financial Officer Coordinator Rates & Valuations	
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	Chief Financial Officer Coordinator Rates & Valuations	
s 246(2)	Power to refuse enrolment and duty to give written reasons for refusal application for enrolment	Chief Financial Officer Coordinator Rates & 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 Customer & Performance Manager Governance & Risk Head of Governance Coordinator Rates & Valuations Chief Financial Officer	
s 246(4)	Power to require information to be given in writing and signed by the person giving the information	Director Customer & Performance Manager Governance & Risk Head of Governance Coordinator Rates & Valuations Chief Financial Officer	
s 247(3)	Power to decide whether address should be placed on voters' roll and to then take action accordingly	Director Customer & Performance Manager Governance & Risk Head of Governance Coordinator Rates and Valuations Chief Financial Officer	

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LOCAL GOVERNMENT ACT 2020			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
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 Customer & Performance Manager Governance & Risk Head of Governance Coordinator Rates & Valuations Chief Financial Officer	
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 Customer & Performance Manager Governance & Risk Head of Governance Coordinator Rates & Valuations Chief Financial Officer	
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 Customer & Performance Manager Governance & Risk Head of Governance Coordinator Rates & Valuations Chief Financial Officer	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 Customer & Performance Manager Governance & Risk Head of Governance Coordinator Rates & Valuations Chief Financial Officer	Subject to section 254(2)(a) and (b)
s 254(2)	Duty to obtain undertaking	Director Customer & Performance Manager Governance & Risk Head of Governance Coordinator Rates & Valuations Chief Financial Officer	

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LOCAL GOVERNMENT ACT 2020			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 254(4)	Power to request the Victorian Electoral Commission to provide a copy of the voters' roll	Director Customer & Performance Manager Governance & Risk Head of Governance Coordinator Rates & Valuations Chief Financial Officer	
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 Customer & Performance Manager Governance & Risk	
s 306(1)	Function of receiving election campaign donation return	Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor 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 Customer & Performance Manager Governance & Risk	
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 Customer & Performance Manager Governance & Risk Head of Governance	
s 307(3)	Duty to ensure that a summary of the return is made available on the Council's Internet	Director Customer & Performance Manager Governance & Risk Head of 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 Customer & Performance Manager Governance & Risk Head of Governance	

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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 Customer & Performance Manager Governance & Risk Head of 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 Customer & Performance Manager Governance & Risk Head of Governance	
s 324(2)	Power to sign a certificate certifying any matter relating to the contents of any document kept by a Council	Director Customer & Performance Manager Governance & Risk	

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LOCAL GOVERNMENT ACT 1989			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 181G	Duty to ensure that quarterly statement prepared under section 138 of *Local Government Act 1989* includes relevant details of environmental upgrades and charges	Chief Financial Officer	

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 Liveability Manager City Planning & Building Coordinator Planning Manager City Futures	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 Liveability Manager City Planning & Building Coordinator Planning Manager City Futures	Where the Council is the relevant responsible authority
s 142	Power to provide evidentiary statement pertaining to s 173 agreements under this Act	Director City Liveability Manager City Planning & Building Manager City Futures	Where the Council is the relevant responsible authority

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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 Liveability 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 Customer & Performance Director City Liveability Manager Governance & Risk Protected Disclosure Coordinator Protected Disclosure Officer	

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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 Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	
s 15(1)	Duty to provide information to Business Licencing Authority on request	Director City Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	
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 Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	
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 Liveability Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	

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SERVICE VICTORIA ACT 2018			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 5(2)	Function of receiving a copy of the agreement made under s 5(1)	All Directors	
s 5(4)	Function of receiving a copy of a notice under s 5(3)	All Directors	
s 6	Duty to use best endeavours to give effect to a notice under s 5(3) which applies to Council	All Directors	
s 7(3)	Function of receiving a copy of the agreement made under s 7(1)	All Directors	
s 7(4)	Function of receiving a copy of a notice under s 7(3)	All Directors	
s 8(2)	Power to delegate the transferred customer service function to any person or class of person employed by, or acting on behalf of, the service agency from which the function is transferred	Not Delegated	Where Council's CEO has been transferred a transferred customer service function
S 9A(1)	Power to agree in writing for the Service Victoria CEO to perform a customer service function	All Directors	
s 10(2)	Function of receiving a copy of the agreement made under s 10(1)	All Directors	
S 10(4)	Function of receiving a copy of a notice under s 10(3)	All Directors	
s 11	Duty to use best endeavours to give effect to a notice under s 10(3) which applies to Council	All Directors	
s 12(3)	Function of receiving a copy of the agreement made under s 12(1)	All Directors	
s 12(4)	Function of receiving a copy of a notice under s 12(2)	All Directors	
s 13(2)	Power to delegate the transferred identity verification function to any person or class of person employed by, or acting on behalf of, the service agency from which the function is transferred	Not Delegated	Where Council's CEO has been transferred a transferred identity verification function

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SERVICE VICTORIA ACT 2018			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
S14A(1)	Power to agree in writing for the Service Victoria CEO to perform an identity verification function	All Directors	
S24A(2)(a)	Function of agreeing on form of delivery	All Directors	
S47A(1)	Power to enter into an agreement with the Service Victoria CEO for the Service Victoria CEO to establish and maintain a database	All Directors	Note: the Minister must approve the establishment and maintenance of a database

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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 Customer & Performance Manager Governance & Risk	

TOBACCO ACT 1987			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
s 36	Power to nominate a person to be appointed as an inspector	Director City Liveability Manager City Safety & Health Coordinator Community Laws and Emergency Management Team Leader Environmental Health	

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	Chief Financial Officer Manager Strategic Procurement & Property Coordinator Property Management Property Officer	

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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 Customer & Performance Chief Information Officer	
s 11(1)	Function of receiving a written notice to provide information about council's data holding	Director Customer & Performance Chief Information Officer	
s 15(1)	Power to disclose identifiable data to the Chief Data Officer in response to a request under s 8	Director Customer & Performance Chief Information Officer	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 Customer & Performance Chief Information Officer	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 Customer & Performance Chief Information Officer	Where the CEO is aware of secrecy provisions that apply to data that they have disclosed in accordance with this Act

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INTERGRTY OVERSIGHT VICTORIA ACT 2011			
Column 1	**Column 2**	**Column 3**	**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 Customer & Performance Manager Governance & Risk	
s 91(2)	Function of responding to adverse material the Victorian Inspectorate intends to include in annual report	Director Customer & Performance Manager Governance & Risk	

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LOCAL GOVERNMENT (ELECTORAL) REGULATIONS 2020			
Column 1	**Column 2**	**Column 3**	**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 Customer & Performance Manager Governance & Risk Chief Financial Officer Coordinator Rates & Valuations Head of Governance	
r 15(2)	Power to exchange relevant information to enrolment entitlements with the VEC	Director Customer & Performance Manager Governance & Risk Chief Financial Officer Coordinator Rates & Valuations Head of Governance	
r 18	Duty to maintain a list of silent voters	Director Customer & Performance Chief Financial Officer Coordinator Rates & Valuations	
r 19	Duty to ensure that only authorised persons have access to details of silent voters	Director Customer & Performance Chief Financial Officer Coordinator Rates & Valuations	
r 33	Duty to cause the Local Government Candidate Training to be conducted	Director Customer & Performance Manager Governance & Risk	
r 34	Function of receiving prescribed information from person undertaking Local Government Candidate Training	Director Customer & Performance Manager Governance & Risk Head of Governance	
r 35	Duty to keep a register of attendance	Director Customer & Performance Manager Governance & Risk Head of Governance	
r 36(2)	Duty to comply with notice under subsection (1)	Director Customer & Performance Manager Governance & Risk Head of Governance	

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LOCAL GOVERNMENT (ELECTORAL) REGULATIONS 2020			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
r 83	Duty to submit report on election received by VEC to Council	Director Customer & Performance Manager Governance & Risk Head of Governance	

LOCAL GOVERNMENT (GOVERNANCE AND INTEGRITY) REGULATIONS 2020			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
r 5(b)	Power to approve the taking of the oath or affirmation of office by means of an audio visual link for the purposes of s 30 of the *Local Government Ac 2020*	Not Delegated	

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LOCAL GOVERNMENT (LAND INFORMATION) REGULATIONS 2021			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
r 5(2)	Power to sign a land information certificate	Manager Strategic Procurement & Property Chief Financial Officer	

GOVERNANCE RULES 2020			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
Chap 2 Rul 12.1.1	Maintain a schedule of Council's Meetings on Council's website	Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance)	
Chap 2 Rul 12.1.2	Publish Agendas on Council's website in accordance with Rule 17.	Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance)	
Chap 2 Rul 17.1	Determine the Agenda and order of business for a Council meeting	Director Customer & Performance Manager Governance & Risk Head of Governance	Having regard to advice provided by the Mayor

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GOVERNANCE RULES 2020			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
Chap 2 Rul 17.2	Send or communicate electronically to every Councillor the Agenda for a Meeting	Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance)	
Chap 2 Rul 17.4	Prepare and circulate a supplementary report for inclusion in a Revised Agenda.	Director Customer & Performance Manager Governance & Risk	Subject to approval of the Mayor or Chair of a delegated Committee
Chap 2 Rul 17.6	Cause an Agenda, Revised Agenda and/or Supplementary Report to be published on Council's website as soon as practicable.	Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance)	
Chap 2 Rul 18.1.2	Withdraw an Officer's Report from the order of business for a meeting	Director Customer & Performance Manager Governance & Risk	
Chap 2 Rul 23.1	Receive a Notice of Motion	Director Customer & Performance Manager Governance & Risk Head of Governance	
Chap 2 Rul 23.4.1	Provide advice to the Councillors consistent with Rule 75 and provide the Councillors with an opportunity to amend their Notice of Motion.	All Directors Manager Governance & Risk Head of Governance	

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GOVERNANCE RULES 2020			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
Chapter 2 Rule 23.4.2	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 Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance)	Subject to the notice being received in accordance with Clause 22.1
Chap 2 Rul 23.8.1	Reject a Notice of Motion which is vague or unclear in intention.	Director Customer & Performance Manager Governance & Risk	
Chap 2 Rul 23.8.2	Reject a Notice of Motion which is beyond Council's power to pass.	Director Customer & Performance Manager Governance & Risk	
Chap 2 Rul 23.8.1	Reject a Notice of Motion which is contrary to the requirements of the Governance Framework set out in Chapter 1 of the Governance Rules.	Director Customer & Performance Manager Governance & Risk	
Chap 2 Rul 23.8.2	Reject a Notice of Motion which if passed would result in Council otherwise acting invalidly.	Director Customer & Performance Manager Governance & Risk	
Chap 2 Rul 23.8.3	Give the Councillor who lodged a rejected Notice of Motion an opportunity to amend it if it is practicable to do so.	Director Customer & Performance Manager Governance & Risk	
Chap 2 Rul 23.8.4	Reject a Notice of Motion and notify in writing to the Councillor who lodged it of the rejection and the reasons for the rejection.	Director Customer & Performance Manager Governance & Risk	
Chap 2 Rul 23.10	Cause all Notices of Motion to be numbered, dated and entered in the Notice of Motion Register in the order they were received.	Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance)	

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GOVERNANCE RULES 2020			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
Chap 2 Rul 32.2.1	cause a foreshadowed motion received prior to the meeting to be circulated to all Councillors.	Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance)	
Chap 2 Rul 45.4	Defer implementing a resolution which is the subject of a Notice of Rescission which has been delivered to the Chief Executive Officer.	All Directors	
Chap 2 Rul 45.5.1	Advise Councillors of any Notice of Rescission delivered under this Clause within 24 hours of receiving it.	All Directors Manager Governance & Risk Head of Governance	
Chap 2 Rul 45.5.2	List a valid Notice of Rescission on the Agenda of the next Council Meeting.	Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance)	
Chap 2 Rul 55.17.2	To provide a further written response where a Public Question is received and accepted in accordance with the Governance Rules where a detailed or researched response is required, may be taken on notice for a written response to be provided within 10 business days.	All Directors	

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GOVERNANCE RULES 2020			
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PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
Chap 2 Rul 62.3.1	Record the name of Councillors voting in the affirmative of a Division	Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance)	
Chap 2 Rul 62.3.2	Record the name of Councillors voting in the negative of a Division	Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance)	
Chap 2 Rul 62.3.3	Record the name of Councillors who abstained in voting in a Division	Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance)	
Chap 2 Rul 66.1	Keep Minutes of each Council Meeting	Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance)	

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GOVERNANCE RULES 2020			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
Chap 2 Rul 66.2.1	Publish the Minutes of a Council Meeting on Council's website	Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance)	
Chap 2 Rul 66.2.2	Make the Minutes of a Council Meeting available for inspection at Council's office during normal business hours.	Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance)	
Chap 2 Rul 72	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 & Risk Head of Governance	Upon instruction from the Chairperson
Chap 2 Rul 75.1	Participate in the Council Meeting to provide support to the Chairperson.	All Directors Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer	
Chap 2 Rul 75.2.1	Immediately advise to the best of their knowledge if a proposed resolution or action is contrary to law.	All Directors Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer	

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GOVERNANCE RULES 2020			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
Chap 2 Rul 75.2.2	Advise if there are operational, financial or risk implications arising from a proposed resolution.	All Directors Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer	
Chap 2 Rul 75.2.3	Help clarify the intent of any unclear Resolution to facilitate implementation.	All Directors Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer	
Chap 2 Rul 75.2.4	Assist with procedural issues which may arise.	All Directors Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer	
Chap 2 Rul 79.4	Receive a request made under sub-Rule 79.1 to attend a meeting other in the mode specified on the agenda	Director Customer & Performance Manager Governance & Risk Head of Governance	
Chap 2 Rul 79.5.1	Make a request received according to sub-Rules 79.4 and 75.34, known at the commencement of the relevant Council meeting.	Director Customer & Performance Manager Governance & Risk Head of Governance	
Chap 2 Rul 79.5.2	In consultation with the Mayor, take reasonable steps to facilitate a request received in accordance with sub-Rule 79.4.	Director Customer & Performance Manager Governance & Risk Head of Governance	

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GOVERNANCE RULES 2020			
Column 1	**Column 2**	**Column 3**	**Column 4**
PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
Chap 5 Rul 8.1	Receive a written notice from a member of Council staff disclosing a conflict of interest and inform the meeting of this Conflict of Interest while indicating whether it is a general conflict of interest or material conflict of interest.	All Directors All Managers Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer	
Chap 5 Rul 8.2	Ensure the Minutes of a Meeting record the fact that a member of Council staff disclosed a conflict of interest.	Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance)	
Chap 5 Rul 12.1	Record all Conflicts of Interest disclosed during a Council Meeting in the Minutes of the Meeting	Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance)	
Chap 5 Rul 12.2	Maintain a Conflict of Interest Register which will be made available for inspection on request.	Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance)	

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GOVERNANCE RULES 2020			
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PROVISION	**THING DELEGATED**	**DELEGATE**	**CONDITIONS & LIMITATIONS**
Chap 5 Rul 12.3	Retain all written notices received under this Chapter for a period of 3 years.	Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer (Governance) Administration Officer (Governance)	
Chap 6 Rul 1.1	Ensure a written record is kept of a meeting	All Staff	
Chap 6 Rul 2.1	Designate information as confidential and advise Councillors and/or members of Council staff in writing accordingly.	Director Customer & Performance Manager Governance & Risk Head of Governance Policy and Integrity Advisor Governance Officer	